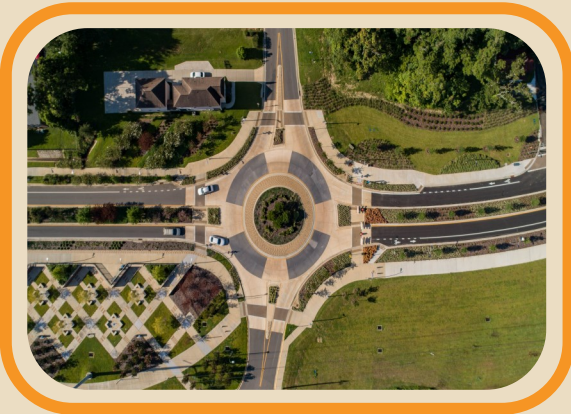




**CITY OF
TALLAHASSEE**

FY 2022 HUD Annual Action Plan



Prepared by
Department of Housing and Community Resilience

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FY 2023 HUD AAP FUNDING SUMMARY

	CDBG 2023	ESG 2023	HOME 2023	SHIP 2023	TOTAL FED/STATE GRANTS	LOCAL LEVERAGE
ANTICIPATED REVENUE						
Award / Allocation	\$ 1,857,462.00	\$ 157,307.00	\$ 1,050,473.00	\$ 1,905,002.00	\$ 4,970,244.00	\$ 15,926,934.50
Reprogrammed Funding / Carry forwards	\$ 125,500.95		\$ 72,825.85	\$ -	\$ 198,326.80	\$ -
Program Income / Loan Repayment / Sales	\$ 9,546.63		\$ 240,071.35	\$ 67,804.38	\$ 317,422.36	\$ -
Total Revenue	\$ 1,992,509.58	\$ 157,307.00	\$ 1,363,370.20	\$ 1,972,806.38	\$ 5,485,993.16	\$ 15,926,934.50
ADMINISTRATION						
General Administration	\$ 174,999.58	\$ -	\$ 65,000.20	\$ 95,250.38	\$ 335,250.16	\$ 62,463.00
Building Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 98,168.00
Fair Housing	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -
Planning/ERR Studies	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -
Total Administration	\$ 249,999.58	\$ -	\$ 65,000.20	\$ 95,250.38	\$ 410,250.16	\$ 160,631.00
PUBLIC FACILITIES / COMMUNITY ASSETS						
Resilience Hubs Hardening					\$ -	\$ 796,379.75
Critical Community Facilities (Repair/Reno/Rehab)	\$ 462,510.00				\$ 462,510.00	\$ -
Total Public Facilities	\$ 462,510.00	\$ -	\$ -	\$ -	\$ 462,510.00	\$ 796,379.75
PUBLIC SERVICES / HUMAN SERVICES						
Resilience Hub-Service Center (Programming)	\$ 136,000.00				\$ 136,000.00	\$ -
CHSP (FY23 & 24)	\$ 144,000.00				\$ 144,000.00	\$ 2,897,177.00
Resilience Training & Development						\$ 45,498.00
Emergency CHSP Fund					\$ -	\$ -
Special Initiatives / Community-Wide Coordination	\$ 100,000.00				\$ 100,000.00	\$ 150,000.00
Crisis Response Team						\$ 200,000.00
Bridge Program (Human Service Start-ups)					\$ -	\$ 50,000.00
Capacity Building						\$ 218,800.00
Emergency Transportation Service					\$ -	\$ -
Total Public Services	\$ 380,000.00	\$ -	\$ -	\$ -	\$ 380,000.00	\$ 3,561,475.00
HOMELESSNESS SERVICES AND PREVENTION						
Homeless Coordination/HMIS (CoC)		\$ 77,307.00			\$ 77,307.00	\$ 1,404,928.00
Homeless Street Outreach (CoC)					\$ -	\$ -
Homeless/Eviction Prevention					\$ -	\$ -
Rapid Rehousing		\$ 80,000.00			\$ 80,000.00	\$ -
Shelter Operations & Essential Services					\$ -	\$ -
Shelter Renov & Major Rehab					\$ -	\$ -
Permanent Relocation	\$ 50,000.00				\$ 50,000.00	\$ -
Total Homelessness Services	\$ 50,000.00	\$ 157,307.00	\$ -	\$ -	\$ 207,307.00	\$ 1,404,928.00
AFFORDABLE HOUSING						
Housing Rehabilitation (OOR; RRLP; LHC)	\$ 550,000.00	\$ -	\$ 608,922.00	\$ 1,352,556.00	\$ 2,511,478.00	\$ 87,500.00
Lead Based Paint Testing	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -
Temporary Relocation	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -
AH Incentives/Water Sewer Waiver/MF Dev.	\$ -	\$ -	\$ -	\$ 400,000.00	\$ 400,000.00	\$ 6,489,274.75
New Construction	\$ -	\$ -	\$ 189,448.00	\$ -	\$ 189,448.00	\$ 2,206,250.00
CHDOs (min 15%)	\$ -	\$ -	\$ 250,000.00	\$ -	\$ 250,000.00	\$ -
Down Payment Assistance	\$ -	\$ -	\$ 250,000.00	\$ -	\$ 250,000.00	\$ -
Homeownership Counseling	\$ -	\$ -	\$ -	\$ 125,000.00	\$ 125,000.00	\$ -
Landlord Risk Mitigation Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00
Total Affordable Housing	\$ 600,000.00	\$ -	\$ 1,298,370.00	\$ 1,877,556.00	\$ 3,775,926.00	\$ 9,033,024.75
NEIGHBORHOOD REVITALIZATION						
Neighborhood First Plan Implementation	\$ 250,000.00	\$ -	\$ -	\$ -	\$ 250,000.00	\$ 190,960.00
Historic Properties Grants & Loan Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000.00
Tallahassee Trust for Historic Preservation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000.00
Downtown Improvement Authority	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500.00
COCA/Public Murals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 192,036.00
Vacant-to-Vibrant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
CPTED Training & Consultation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Resilience Projecs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
Graffiti Abatment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00
CE Abatement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000.00
Total Neighborhood Revitalization	\$ 250,000.00	\$ -	\$ -	\$ -	\$ 250,000.00	\$ 970,496.00
TOTAL PLANNED EXPENDITURES	\$ 1,992,509.58	\$ 157,307.00	\$ 1,363,370.20	\$ 1,972,806.38	\$ 5,485,993.16	\$ 15,926,934.50

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The U.S. Department of Housing & Urban Development (HUD) requires Community Development Block Grant (CDBG) entitlement communities receiving funds through its Community Planning and Development Division (CPD) to prepare a five-year Consolidated Plan describing how these federal funds will be allocated and used during this timeframe. On December 9, 2020, the City of Tallahassee (City) approved a Consolidated Plan covering the period from October 1, 2020, through September 30, 2024. This Annual Action Plan serves as the strategic plan for the use of CDBG, HOME Investments Partnership Program (HOME), and the Emergency Solutions Grant (ESG) programs for the City's program year 2022-2023. The goals established by the City represent a balanced approach to housing and community development. The City will pursue strategies focused on affordable housing including rehabilitation, relocation, purchase assistance, acquisition, and new construction; and funding of organizations which support low-income, youth, elderly, homeless and special needs populations. These strategies are intended to ensure the continuing success of the City of Tallahassee's neighborhoods and residents.

To achieve the goals stated in the Consolidated Plan, the Department of Housing and Community Resilience (HCR) has identified a number of objectives. For the program year covered by this Plan, HCR anticipates achieving the following: supporting the acquisition of affordable housing through increased homeownership programs such as the down payment and closing cost assistance programs that include both loans and counseling; preservation of local affordable housing stock through several rehabilitation programs; support of public facilities and public improvements primarily through the renovation of services centers serving eligible populations; supporting the development of affordable housing for low and moderate income households; and support of efforts to reduce and prevent homelessness.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items, or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis, or the strategic plan.

The City of Tallahassee has identified five priority needs to be addressed during the Consolidated Plan period (2020-2024) that will meet HUD's objectives of providing decent housing; a suitable living environment, or economic opportunity. Priority needs, objectives, outcomes, and indicators projected for the 5-Year period include:

1	Priority Need: Increase Access to Affordable Housing
	Objective: Decent Housing
	Outcome Indicators: Homeowner Housing Rehabilitated: 126 Units Rehabilitated Direct Financial Assistance to Homebuyers:75 Households Assisted Homeowner Housing Added: 18 Units Constructed Other: 50 Households Receiving Relocation Assistance Other: 18 Units Acquired Other: 750 Households Rehabbed/Acquired/Removed of Blight
	Activities: Housing Rehabilitation, Homebuyer Assistance, Housing Construction, Relocation Assistance, Acquisition.
2	Priority Need: Increase Access to Public Services
	Objective: Suitable Living Environment
	Outcome Indicator: Public Service Activities Other Than Low/Moderate Income Housing Benefit: 5,225 Persons Assisted
	Activities: Essential services for low-income and limited clientele populations. The City will assist non-profit organizations in carrying out public service activities assisting low-income persons and families, special needs populations, and the homeless.
3	Priority Need: Improve Access to Public Facilities
	Objective: Suitable Living Environment
	Outcome Indicator: Other: 23 Facilities Improved
	Activities: Public facility and service center improvements.
4	Priority Need: Increase Access to Homeless Prevention Services
	Objective: Decent Housing
	Outcome Indicator: Tenant-based rental assistance / Rapid Rehousing: 150 Households Assisted Homelessness Prevention: 100 Persons Assisted Homeless Persons Overnight Shelter: 400 Persons Assisted
	Activities: Rapid Re-Housing, Homelessness Prevention, and Shelter Operations and Management.
5	Priority Need: Program Administration
	Objective: Suitable Living Environment
	Outcome Indicator: N/A
	Activities: Management and operation of tasks related to administering and carrying out its CDBG, HOME, and ESG programs.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City regularly monitors and evaluates its past performance to ensure meaningful progress is made toward its goals identified in its Consolidated Plan and Annual Action Plan. The table below summarizes

progress made on each goal identified in the City’s 2020-2024 Consolidated Plan as of publication of the City’s FY 2020-2021 Consolidated Annual Performance and Evaluation Report (CAPER). The 2021 CAPER was the first reporting year under the 2020-2024 Consolidated Plan.

During the FY2020-2021 program year, the COVID-19 pandemic provided both challenges and opportunities. The additional funding provided by pandemic relief at the state and federal level offered support for emergency programs such as rental relief, non-congregate sheltering, and emergency repairs. In addition, market conditions were favorable for more homeowners realizing homeownership for the first time as the workforce moved to full time remote work and study. As such, the City exceeded most of its goals originally set for FY2020. New construction was the one strategy that declined during the program year as activities requiring close contact with groups were reduced or temporarily halted.

Annual Goals (2020-2021)	Expected 2020-2021	Actual 2020-2021	Percent Complete
Affordable Housing			
Housing Rehabilitation	25	125	>100%
New Construction (units added)	5	1	20%
Down Payment Assistance	25	29	>100%
Non-Housing Community Development			
Public Facility or Infrastructure Activities other than Low/ Moderate Income Housing Benefit	5	4	80%
Public Service Activities Other than Low/ Moderate Income Housing Benefit	100	3,793	>100%
Homelessness			
Homelessness Prevention (including Permanent Relocation)	20	251	>100%
Rapid Rehousing	50	191	>100%

Past Performance

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Tallahassee recognizes the importance of a robust, comprehensive, and effective citizen participation and stakeholder consultation process. The community insights and ideals gained from this outreach are invaluable resources to the development of an appropriate, comprehensive, and meaningful strategy set forth in this plan.

The City of Tallahassee engaged various stakeholders during this consultation and participatory process. The City held one community participation/stakeholder meeting, one specific consultation with the homelessness coalition, and one public hearing conducted in accordance with 24 CFR Part 91, and the City's Citizen Participation Plan, to collect substantive feedback and input from stakeholders. Their input is recorded and incorporated into this Annual Action Plan.

Concurrently, the City of Tallahassee solicited public feedback through newspapers, local media outlets, official governmental websites, and social media. This outreach was conducted to ensure inclusion of all residents of the region, target areas, beneficiaries of federal resources awarded through the public awards process, and public and private agencies operating in the region.

In addition, the City solicited comment during the 30-day public comment period from June 15, 2022, to July 15, 2022. During the comment period the City hosted its webpage showcasing the 2020-2024 Consolidated Plan, FY2021 CAPER, Market Analysis and Needs Assessment, and the Analysis of Impediments to Fair Housing. The City held the public hearing on June 22, 2022, to solicit comments on this Annual Plan, at which the City Commission adopted the Plan. Proper notices of public comment were published in a newspaper of general circulation, on the City's home website, and social media pages.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The City of Tallahassee hosted several public meetings and one public hearing during the citizen participation process for this Annual Action Plan. A summary of all comments received is included as an attachment to the Plan. For further details on comments received, attendance counts, and other details pertaining to the citizen input process, refer to section AP-10, Consultation.

6. Summary of comments or views not accepted and the reasons for not accepting them

There were no comments, opinions, or statements rejected during the public comment period, stakeholder forums, public available meetings, or public hearings.

7. Summary

The Annual Action Plan is a key component of the Consolidated Plan as it outlines the City of Tallahassee's objectives and outcomes to meet the needs identified in the assessment section of the Consolidated Plan. This Annual Action Plan, third of five annual plans, outlines how federal resources will be allocated for the upcoming program year. This Plan also includes a section that evaluates the community's performance towards meeting the objectives outlined in the Consolidated Plan.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	TALLAHASSEE	Dept. Housing & Community Resilience
HOME Administrator	TALLAHASSEE	Dept. Housing & Community Resilience
ESG Administrator	TALLAHASSEE	Dept. Housing & Community Resilience

Table 1 – Responsible Agencies

Narrative (optional)

The City of Tallahassee's Department of Housing and Community Resilience (HCR) is responsible for preparing the Consolidated and Annual Action Plans, in addition to the administration of the CDBG, HOME, and ESG programs. In that role, the City monitors these funds and develops goals, priorities, and plans for effective use of the funds. In addition to City staff, the City contracts with several local organizations, both for profit and non-profit, for the administration and implementation of programs and services.

Consolidated Plan Public Contact Information

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AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

In developing this Annual Action Plan, the City of Tallahassee conducted a thorough outreach effort to engage with critical stakeholders. This outreach effort was designed to duly record stakeholder input and develop an informed set of priority needs to help guide the City's investment strategies over the course of the Annual Action Plan. This outreach effort included one formal community meeting to provide an opportunity for interested parties to provide input prior to drafting the report; this meeting was held in person and broadcast via WebEx. The City also discussed the plan and eligible activities with the members and attendees during a Continuum of Care homeless service partner meeting. The formal public hearing, after the drafting of the plan, was held in conjunction with the City Commission's adoption of the plan, providing an additional opportunity for residents to provide input.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City of Tallahassee actively coordinates with the Tallahassee Housing Authority (THA) to address a multitude of needs within the city. Chief among these needs is provision of affordable housing opportunities for the city's lowest income residents, ideally housing located in areas with access to job, transportation, and healthcare options. The City supports THA's efforts, which includes the provision of social services and other supports in health and housing.

The City enhances coordination between public and private health agencies by: (a) providing operational support to regional coordinating agencies, (b) rewarding collaborative partnerships in applications for public service funding through the Community Human Services Partnership grant process, (c) requiring recipients of Emergency Solutions Grant funding to participate in the local Homeless Management Information System, and (d) coordinating, hosting, and participating in opportunities for community dialogues that are focused on identifying local needs and collaborative approaches to meeting them.

The City plans to further coordinate with both the THA and local health agencies during this program year by applying for HUD's Lead Hazard Control Grant and Supplemental Healthy Homes funding. Through this funding, the City's partnership with both entities will be enhanced through efforts to identify units and track outcomes.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Tallahassee consults regularly with the Big Bend Continuum of Care (CoC). The CoC is responsible for coordinating social service providers, homelessness outreach, and services targeted to persons experiencing homelessness in the City of Tallahassee.

The City plays an active role on the Big Bend Continuum of Care's governing board. To meet the needs of the homeless, funding is provided to local non-profit homeless and mainstream supportive service providers to help support the operations of emergency and transitional shelters, the rehabilitation and construction of emergency and transitional shelters, construction of affordable housing, and operations of countless supportive services that benefit the homeless and persons at risk of homelessness. Funding is also provided to support the Rapid Rehousing program, which provides housing stability case management services and financial assistance to homeless households to attain permanent housing after residing in an emergency or transitional shelter. A portion of this funding secures a landlord liaison position to assist with the City's Landlord Risk Mitigation Fund, a joint effort with the County and BBCoC to engage landlords willing to house those at risk of homelessness or exiting an institution.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City meets regularly with the CoC and other homeless providers to coordinate the resources available to the community in order to determine the best use of ESG and City general funds to address homelessness. The City partners with the County through the Community Human Services Partnership to provide funding from multiple sources to non-profit organizations to provide safety net services to vulnerable citizens. . The funding is separated by service type; homeless services have its own program area. Funding is allocated through a grant review process that utilizes teams of citizen volunteers to review, rank and award funding. In addition, the City annually participates in the PIT count, and tracks outcomes through HMIS and the City's homelessness data dashboard.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	CESC, Inc. / Kearney Center
	Agency/Group/Organization Type	Services-homeless Services-Health
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community and stakeholder meetings with the outcome of better coordination among homeless provider agencies and governmental entities.
2	Agency/Group/Organization	Legal Services of North Florida
	Agency/Group/Organization Type	Service-Fair Housing Regional organization
	What section of the Plan was addressed by Consultation?	Fair Housing
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted during community and stakeholder meetings with the outcome to provide additional services in coordination with the City.
3	Agency/Group/Organization	Big Bend Continuum of Care
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via direct presentation to CoC and member organizations with the outcome to direct funds to gap in services.

4	Agency/Group/Organization	BIG BEND HOMELESS COALITION, Inc.
	Agency/Group/Organization Type	Services - Housing Services-Children Services-homeless CBDO
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via stakeholder meetings and direct consultation determining best outcomes for shelter activities and future of the CBDO and NRSA.
5	Agency/Group/Organization	TALLAHASSEE HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community and stakeholder meetings specifically addressing the future of the Orange Avenue development and preservation of PHA units.
6	Agency/Group/Organization	TALLAHASSEE LENDERS CONSORTIUM
	Agency/Group/Organization Type	HUD Counseling Agency; CHDO; CLT Private Sector Banking / Financing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development Community Land Trust

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via direct meetings and during stakeholder meetings specifically about the housing market, rehabilitation efforts, CLT development and future of CHDO projects.
7	Agency/Group/Organization	Bethel Community Development Corporation
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community meetings and direct consultation regarding future development opportunities.
8	Agency/Group/Organization	Ability 1st (Center for Independent Living of North Florida)
	Agency/Group/Organization Type	Housing Services-Elderly Persons Services-Persons with Disabilities Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community meetings and direct consultation regarding future development opportunities and outreach to homeless individuals.
9	Agency/Group/Organization	Big Bend Habitat for Humanity, Inc.
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community meetings and direct consultation regarding future development opportunities.
10	Agency/Group/Organization	Tallahassee Urban League, Inc.
	Agency/Group/Organization Type	Housing Services - Housing Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community meetings. The organization provided comments on housing and public service needs in the community from a social services perspective. As an outcome, the City will further understand the housing counseling needs and employment needs of its low-income and elderly populations. The City will continue efforts to coordinate with non-profit organizations to support the provision of services to its most vulnerable populations, when possible.
11	Agency/Group/Organization	City of Tallahassee Growth Management
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This department was consulted by invitation to encourage review of the City's planned housing activities. The City will continue efforts to coordinate with City and County Departments to address community revitalization needs.

12	Agency/Group/Organization	Greater Frenchtown Neighborhood Organization
	Agency/Group/Organization Type	Civic Leaders Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community meetings. The organization provided comments on public service and community revitalization needs in the community from a resident perspective. As an outcome, the City will further understand the service and revitalization needs of the Frenchtown neighborhood. The City will continue efforts to coordinate with neighborhood organizations, when possible.
13	Agency/Group/Organization	Mt. Olive Housing & Community Development Inc.
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community meetings with the outcome of a better alignment of City funding with local nonprofit and for-profit developers.
14	Agency/Group/Organization	Capital TEA
	Agency/Group/Organization Type	LGBTQ
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	In person consultation to address the specific needs of LGBTQ youth and the gaps in services currently provided targeted to this group.

15	Agency/Group/Organization	EMERGENCY CARE HELP ORGANIZATION (ECHO)
	Agency/Group/Organization Type	Services - Housing Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community meetings and specific stakeholder engagement to assess the needs of the community they serve. As an outcome, the City better understands the needs that can be served through local nonprofits.
16	Agency/Group/Organization	Catholic Charities of NW Florida, Inc.
	Agency/Group/Organization Type	Services
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community meetings and specific stakeholder engagement to assess the needs of the community they serve. As an outcome, the City better understands the needs that can be served through local nonprofits.
17	Agency/Group/Organization	Lutheran Social Services of North Florida
	Agency/Group/Organization Type	Services
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via community meetings and specific stakeholder engagement to assess the needs of the community they serve. As an outcome, the City better understands the needs that can be served through local nonprofits.
18	Agency/Group/Organization	Affordable Housing Advisory Committee Tallahassee
	Agency/Group/Organization Type	Other government - Local

	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted via direct presentation during plan development. The outcome expected is that the members of the group better understand the City's goals and objectives and offer feedback on regulatory barriers or issues facing the City that would impede the production of affordable housing.

Identify any Agency Types not consulted and provide rationale for not consulting

The City endeavored to consult with all agency types and does not exclude any agencies from consultation. In addition, City staff regularly attends the network meetings of the Big Bend Continuum of Care and receives input from many of the social service and housing providers so input is solicited routinely throughout the year for the next year's activities. This network includes service providers of a wide variety of human services and affordable housing.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Big Bend Continuum of Care	The BBCoC's goals and objectives address the needs of the homeless population within the City and the surrounding areas with activities to address outreach, data coordination, shelter, and housing.
Local Housing Assistance Plan	City of Tallahassee	The City's Local Housing Assistance Plan (LHAP) includes goals related to homeownership, rental development, rehabilitation, and rental assistance, all of which are identified as priority needs in this Consolidated Plan, particularly in terms of expanding the supply of affordable housing.
Five-Year Strategic Plan	City of Tallahassee	The City's Strategic Plan includes and objective to facilitate and encourage the construction of affordable housing units (Objective 2C) with goals to provide down-payment assistance and new affordable rental units, which overlaps with Consolidated Plan proposed activities.
Comprehensive Plan	City of Tallahassee	The Housing Element of the City's Comprehensive Plan identifies goals in support of affordable housing activities that align with housing needs and priorities of the Consolidated Plan.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
2020 PHA Annual Plan	Tallahassee Housing Authority	The PHA annual plan includes rehabilitation, new construction, and preservation of affordable housing as goals all of which align with the City's priorities.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

None.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

In accordance with 24 CFR Part 91, and the Citizen Participation Plan, the City conducted a comprehensive community participation process to ensure inclusion of all residents, target areas, beneficiaries of federal resources, and local public and private agencies.

Public Meetings

During Plan development, the City facilitated one community meeting for stakeholders, four direct consultations with neighborhood associations, one direct meeting with homeless service providers, and one formal public hearing. The meetings informed stakeholders about the Annual Action Plan process, solicited input, and provided details of funding and priority goals. The City considered times/locations convenient for stakeholders. Meeting dates, times, and locations are detailed below.

- March 24, 2022; 5:30pm - Community Meeting - Smith-Williams Service Center
- April 18, 2022; 10:00am - Affordable Housing Advisory Committee Meeting - Smith-Williams Service Center
- May 5, 2022; 1:00pm - Big Bend CoC Homeless Provider Network Meeting - Virtual Meeting
- June 22, 2022; 6:00pm - City Commission Meeting and Public Hearing - City Hall Commission Chambers

The City advertised public meetings in newspapers of general circulation, consulted directly with key stakeholders, and hosted public and stakeholder forums. The City hosted its webpage with notices, studies, and plans for soliciting comments on the draft plan when posted for review.

Direct Agency Consultation

The City developed a list of stakeholders to provide outreach to during the Annual Action Plan process. Stakeholders were invited to participate in the public meetings, on-line survey, and comment period via direct email to organization contacts.

Advertisement of Outreach Activities

The City utilized their official website, social media newsletters, and regional media releases. It is important to note that the City made every effort to advertise flyers and notices in an alternate language newspaper, however there are no such publications currently serving the Leon County area.

In accordance with the Citizen Participation Plan and federal requirements, a minimum period of 30 days has been provided for public comment following availability of the Annual Action Plan. The final public hearing was advertised in the Tallahassee Democrat on June 15, 2022. In addition, the meetings were posted to the City's official website, TalGov.com. A copy of the Citizen Participation Plan is included in this Annual Plan as an attachment.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/broad community Residents of Public and Assisted Housing	Five attendees.	See summary of comments from public input provided as an attachment to this document.	All accepted.	N/A

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Internet Outreach	Minorities Non-English Speaking - Specify other language: All requesting accommodations Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	An email was sent to the Big Bend Continuum of Care (CoC) for distribution to their members.	See summary of comments from public input provided as an attachment to this document.	All accepted.	N/A

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/broad community	City of Tallahassee presented the draft Plan to City Commissioners. During the presentation, City staff presented the overall funding amounts, steps taken to solicit public feedback, and answered questions from Commissioners and attendees.	A summary of public comments received is included as an attachment.	All accepted.	N/A
4	Newspaper Ad	Non-targeted/broad community	An ad was placed in the local Tallahassee Democrat for the first public meeting soliciting attendance; Notice of public hearing placed in same paper to notify public draft ready for comment	A summary of public comments received in connection with the notices is included.	All accepted.	N/A

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Internet Outreach	Minorities Persons with disabilities Residents of Public and Assisted Housing Contractors	An email was sent to interested parties for distribution to their members in an effort to encourage attendance and/or comments.	A summary of comments received as a result of this outreach is included.	All accepted.	N/A

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

During the program year covered by this Plan, the City of Tallahassee expects to receive \$1,857,462 in CDBG funding, \$1,050,473 in HOME funding, and \$157,307 in ESG funding for a total of \$3,065,242 in federal awards. The CDBG, HOME, and ESG entitlement funds will be used to address the priority needs identified in this Annual Action Plan. Other resources include program income, local trust funds, HOME American Rescue Plan (ARP) emergency funding, State Housing Initiatives Partnership (SHIP) funds, and general fund dollars that will be used to leverage federal resources, as well as a Department of Treasury award of American Rescue Plan funds for cities for disaster recovery.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,857,462	9,547	125,501	1,992,510	3,716,195	This plan is for year 3 of the ConPlan.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,050,473	240,071	72,826	1,363,370	1,801,665	This plan is for year 3 of the ConPlan.
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	157,307	0	0	157,307	335,536	This plan is for year 3 of the ConPlan.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City leverages its federal funds by using them in conjunction with state and local funding. State SHIP is often used to fund activities that are of an emergency nature and are too difficult to complete timely with the restrictions attached to the federal funds. In addition, the City has a

local Affordable Housing Trust Fund (AHTF) which is used for affordable housing activities such as loan and gap financing for larger projects. While the City currently has a large amount of excess matching funds from past years, both SHIP and the AHTF are often used as matching funds for HOME-like and other eligible projects. Considering the impact of COVID-19 on the community and the availability of long-term recovery funding via the U.S. Department of Treasury's American Rescue Plan, the Annual Plan considers additional Coronavirus State and Local Recovery funding to supplement several initiatives.

For program year 2022-2023, the City has applied for HUD's Lead Hazard Reduction and Supplemental Healthy Homes Grant funding to compliment the City's efforts to preserve older housing stock. These funds will be paired with other local, state, and federal funds to address the lead and healthy homes needs in rental and homeownership units throughout the City.

City general revenue and Leon County funds are combined with the public services funded with federal funds to support human service activities in the community. General revenue funding is also used for affordable housing strategies such as the water and sewer fee waiver program which allows the developers of affordable housing to decrease their costs and pass this savings on to the homebuyers or renters.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City periodically acquires land through various means such as surplus parcels acquired for public improvements, foreclosures associated with outstanding code enforcement liens and violations and through donations. The City's process for disposal of surplus property includes a review by City departments to determine whether the property has a City related use. The Department of Housing and Community Resilience reviews these parcels and determines if the property can serve a community development or housing purpose.

The City coordinates with the Tallahassee Community Redevelopment Agency (CRA) to advance their common objectives which include the construction and preservation of affordable housing. The CRA has also provided funding for the purchase of land when it would be amenable to future development of affordable housing or neighborhood revitalization or improvement.

The City maintains an inventory of all publicly available land suitable for affordable housing development. The map is contained on the City of Tallahassee Real Estate Services Department webpage and identifies publicly held land that is currently available for development. The map is interactive and when selecting a specific parcel, the map provides address and acreage.

Discussion

None.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing Rehabilitation	2020	2024	Affordable Housing	City Wide	Increase Access to Affordable Housing	CDBG: \$600,000 HOME: \$608,922	Homeowner Housing Rehabilitated: 30 Household Housing Unit
2	Permanent Relocation	2020	2024	Affordable Housing	City Wide	Increase Access to Affordable Housing	CDBG: \$50,000	Other: 20 Other
3	CHDO Set-Aside	2020	2024	Affordable Housing	City Wide	Increase Access to Affordable Housing	HOME: \$250,000	Homeowner Housing Added: 5 Household Housing Unit
4	Neighborhood First Activities	2020	2024	Affordable Housing	Neighborhood Revitalization Strategy Area	Increase Access to Affordable Housing	CDBG: \$250,000	Homeowner Housing Rehabilitated: 150 Household Housing Unit
5	Public Facilities	2020	2024	Non-Housing Community Development	City Wide	Improve Access to Public Facilities	CDBG: \$462,510	Other: 5 Other
6	Rapid Re-Housing	2020	2024	Homeless	City Wide	Increase Access to Homeless Prevention Services Program Administration	ESG: \$157,307	Tenant-based rental assistance / Rapid Rehousing: 50 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Planning and Administration	2020	2024	Planning and Administration	City Wide	Program Administration	CDBG: \$250,000 HOME: \$65,000	Other: 0 Other
8	Down-Payment Assistance	2020	2024	Affordable Housing	City Wide	Increase Access to Affordable Housing	HOME: \$250,000	Direct Financial Assistance to Homebuyers: 30 Households Assisted
9	Public Service Assistance	2020	2024	Non-Homeless Special Needs Non-Housing Community Development	Neighborhood Revitalization Strategy Area	Increase Access to Public Services	CDBG: \$380,000	Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
10	New Construction	2020	2024	Affordable Housing	City Wide	Increase Access to Affordable Housing	HOME: \$189,448	Homeowner Housing Added: 10 Household Housing Unit

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Housing Rehabilitation
	Goal Description	Funds assist with maintaining and preserving the City’s existing affordable housing stock and provides decent housing for low-income households. Funding is used for rehabilitation of owner-occupied homes for low-and moderate-income households, single-family homes for resale or rental to an eligible occupant, and small multifamily rehabilitation.

2	Goal Name	Permanent Relocation
	Goal Description	Funds support the provision of decent housing and decreases the risk of becoming homeless by providing assistance to households displaced through code action to enable them to be relocated into permanent housing.
3	Goal Name	CHDO Set-Aside
	Goal Description	In accordance with HOME requirements, this funding is set aside and awarded only to eligible CHDO organizations for construction or rehabilitation of affordable housing for low-income households (at or below 80% AMI) or make rental housing affordable.
4	Goal Name	Neighborhood First Activities
	Goal Description	Provision of funds to support the City's Neighborhood First Implementation Plans. Activities will take place in the Neighborhood Revitalization Strategy Area and will include affordable housing activities such as housing rehabilitation, acquisition, and removal of blight.
5	Goal Name	Public Facilities
	Goal Description	Supports creating a suitable living environment by funding improvements to community service centers and resiliency improvements to public facilities in low- and moderate-income neighborhoods allowing centers to be used during times of crisis. These service centers are often used in conjunction with the provision of public services to low and moderate-income households funded through federal or non-federal funding.
6	Goal Name	Rapid Re-Housing
	Goal Description	Provides decent housing, decreases homelessness, and supports self-sufficiency by providing affordable rental housing to those experiencing homelessness as well as the administration involved in implementing the activity.
7	Goal Name	Planning and Administration
	Goal Description	Funds will be used for the administration and implementation of the CDBG, HOME, and ESG programs. Activities include staff salaries; financial responsibility; and preparation of HUD required documents such as the Consolidated Plan, Annual Action Plan, CAPER, and Analysis of Impediments. Activities also include fair housing planning and environmental studies.

8	Goal Name	Down-Payment Assistance
	Goal Description	Funds support affordable housing and self-sufficiency by providing homeownership opportunities to eligible low-income buyers. This program provides direct financial assistance for purchase of a home. It is paired with homebuyer education and counseling using federal or non-federal resources.
9	Goal Name	Public Service Assistance
	Goal Description	Create a suitable living environment by increasing the availability of public services to low-income residents, youth, elderly, children, persons with disabilities, and the homeless or at-risk of becoming homeless.
10	Goal Name	New Construction
	Goal Description	Supports the increase of affordable housing units through the construction of new owner and rental units. Funding will be used for a variety of City sponsored initiatives such as the Community Land Trust and City In-Fill Lots program to encourage new construction of single-family affordable homes or multifamily units for rental or sale to an eligible buyer or low/moderate household.

Projects

AP-35 Projects – 91.220(d)

Introduction

The City will undertake various projects during the 2022-2023 program year focused on providing decent affordable housing and creating a suitable living environment for residents. The City will utilize their HUD CDBG, HOME, and ESG grant allocations, leveraged with state and local funds, to carry out activities intended to address priority needs in the community and ensure the greatest impact to beneficiaries.

Projects

#	Project Name
1	Housing Rehabilitation
2	Permanent Relocation
3	CHDO Set-Aside
4	Neighborhood Resilience Activities
5	Public Facilities Improvement
6	Rapid Re-Housing - ESG Projects
7	Program Administration
8	Down-Payment Assistance
9	Public Service Programs
10	New Construction

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

In ranking needs within the community, the City takes into consideration information from the Needs Assessment, Housing Market Analysis, citizen participation process, and agency consultation. The City assesses the amount of funding available and which activities can be funded within budget to address high priority needs.

The priority ranking system is as follows:

- High Priority: Activities determined as a critical need and will be funded during the Consolidated Plan period.
- Medium Priority: Activities determined to be a moderate need and may be funded during the Consolidated Plan period as funds are available.
- Low Priority: Activities determined as a minimal need and are not expected to be funded during the Consolidated Plan period.
- No Need: Activities determined as not needed or are being addressed in a manner outside of the Consolidated Plan programs. Funding will not be provided for these activities during the Consolidated Plan period.

There are various elements that produce obstacles to meeting need within the community. Addressing all housing, homeless, and community developments needs is a difficult task. Market and labor conditions, driven by the pandemic, serve as barriers to meeting needs. Housing construction prices have increased tremendously limiting access to affordable housing for low-income persons while stagnant incomes have added to the number of families and individuals needing access to services. The City utilizes its CDBG, HOME, and ESG funds to the fullest extent to assist in meeting underserved needs. Leveraging efforts with public and private entities are also made to supplement federal funds and increase the resources available to address community needs.

AP-38 Project Summary

Project Summary Information

1	Project Name	Housing Rehabilitation
	Target Area	City Wide
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Increase Access to Affordable Housing
	Funding	CDBG: \$600,000 HOME: \$608,922
	Description	Funding is used for rehabilitation of owner-occupied homes for low-and-moderate income households, single family homes for resale to an eligible buyer, or for rental units made available to low-and moderate-income households. Activities also include temporary relocation for occupants and lead based paint assessment and clearance as needed.
	Target Date	9/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	This project will benefit 30 very-low, low, or moderate-income households.
	Location Description	City Wide
	Planned Activities	Housing Rehabilitation
2	Project Name	Permanent Relocation
	Target Area	City Wide
	Goals Supported	Permanent Relocation
	Needs Addressed	Increase Access to Affordable Housing
	Funding	CDBG: \$50,000
	Description	Provision of funds to install an ADA accessible prefabricated concrete restroom and concession stand.
	Target Date	9/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	This project will benefit 20 very-low, low, or moderate-income households.
	Location Description	City Wide
Planned Activities	Financial assistance for relocation expenses.	
3	Project Name	CHDO Set-Aside
	Target Area	City Wide

	Goals Supported	CHDO Set-Aside
	Needs Addressed	Increase Access to Affordable Housing
	Funding	HOME: \$250,000
	Description	In accordance with HOME requirements, this funding is set aside and awarded only to eligible CHDO organizations for construction or rehabilitation of affordable housing for low-income households (at or below 80% AMI) or make rental housing affordable.
	Target Date	9/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	This project will benefit 5 very-low, low, and moderate-income households.
	Location Description	City Wide
	Planned Activities	New construction, rehabilitation.
4	Project Name	Neighborhood Resilience Activities
	Target Area	Neighborhood Revitalization Strategy Area
	Goals Supported	Neighborhood First Activities
	Needs Addressed	Increase Access to Affordable Housing
	Funding	CDBG: \$250,000
	Description	Funds will support the City's Neighborhood First Implementation Plans. Activities will take place in the Neighborhood Revitalization Strategy Area and will include affordable housing activities such as housing rehabilitation, acquisition, and removal of blight.
	Target Date	9/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	This project will benefit 150 very-low, low, or moderate-income households.
	Location Description	Neighborhood Revitalization Strategy Area (Bond Community, Frenchtown, Southside Neighborhoods)
	Planned Activities	Housing rehabilitation, acquisition, removal of blight.
5	Project Name	Public Facilities Improvement
	Target Area	City Wide
	Goals Supported	Public Facilities

	Needs Addressed	Improve Access to Public Facilities
	Funding	CDBG: \$462,510
	Description	This funding is used for resiliency improvements to public facilities in low- and moderate-income neighborhoods allowing the center to be used during times of crisis. These service centers are often used in conjunction with the provision of public services to low and moderate-income households funded through federal or non-federal funding.
	Target Date	9/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	This project will improve five community service centers serving extremely low, low, and moderate-income persons.
	Location Description	City Wide
	Planned Activities	Resiliency Improvements.
6	Project Name	Rapid Re-Housing - ESG Projects
	Target Area	City Wide
	Goals Supported	Rapid Re-Housing
	Needs Addressed	Increase Access to Homeless Prevention Services Program Administration
	Funding	ESG: \$157,307
	Description	Provision of funds to include the activity of rapid re-housing to assist households experiencing homelessness as well as the administration activity to implement the project.
	Target Date	9/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	This project will benefit 50 households experiencing homelessness or at-risk of becoming homeless.
	Location Description	City Wide
	Planned Activities	Rapid Re-Housing.
7	Project Name	Program Administration
	Target Area	City Wide
	Goals Supported	Planning and Administration
	Needs Addressed	Program Administration

	Funding	CDBG: \$250,000 HOME: \$65,000
	Description	Funds will be used for the administration and implementation of the HUD CDBG, HOME and ESG programs.
	Target Date	9/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	N/A
	Planned Activities	Activities include staff salaries; financial responsibility; and preparation of HUD required documents such as the Consolidated Plan, Annual Action Plan, CAPER, and Analysis of Impediments. Activities also include fair housing planning and environmental studies.
8	Project Name	Down-Payment Assistance
	Target Area	City Wide
	Goals Supported	Down-Payment Assistance
	Needs Addressed	Increase Access to Affordable Housing
	Funding	HOME: \$250,000
	Description	This program provides direct financial assistance for purchase of a home. It is paired with homebuyer education and counseling using federal or non-federal resources.
	Target Date	9/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	This project will benefit 30 very-low, low, or moderate-income households.
	Location Description	City Wide
	Planned Activities	Financial assistance for down-payment, closing costs, gap financing, housing counseling.
9	Project Name	Public Service Programs
	Target Area	City Wide Neighborhood Revitalization Strategy Area
	Goals Supported	Public Service Assistance

	Needs Addressed	Increase Access to Public Services Increase Access to Homeless Prevention Services
	Funding	CDBG: \$380,000
	Description	The program will provide programming at local centers, special initiatives such as the Heirs Property Program, and funding for community needs through the CHSP process.
	Target Date	9/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	This project will benefit 100 extremely low, low, and moderate-income persons.
	Location Description	City Wide and Neighborhood Revitalization Strategy Areas
	Planned Activities	Public Services
10	Project Name	New Construction
	Target Area	City Wide
	Goals Supported	New Construction
	Needs Addressed	Increase Access to Affordable Housing
	Funding	HOME: \$189,448
	Description	Funding will be used for a variety of City sponsored initiatives such as the Community Land Trust and City In-Fill Lots program to encourage new construction or rehabilitation of single-family affordable homes or multifamily units for rental or sale to an eligible buyer or low/moderate household.
	Target Date	9/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	This project will benefit 10 very-low, low, and moderate-income households.
	Location Description	City Wide
	Planned Activities	Construction of affordable housing.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City's federal grant funded programs for affordable housing, public services, and public facilities are available City-wide. The City promotes these programs to residents, businesses, and non-profit organizations that reside in or provide services to these targeted areas more heavily and has targeted some non-federal funding for public services to those areas in the past. The City's housing programs are concentrated on scattered sites throughout the City. The priority community development needs, and public service locations will be throughout the City. The City has designated census tracts and block groups that qualify as low- and moderate-income per HUD regulations. If the City funds projects that must meet the low-moderate income area benefit criteria, they will be in the qualified census tracts and block groups.

The City has a designated Neighborhood Revitalization Strategy Area which is the focus of comprehensive redevelopment and revitalization efforts. Community revitalization projects such as housing and economic development activities will take place within the NRSA in accordance with the criteria set forth in HUD's regulations. The City currently has one designated Community Based Development Organization (CBDO) operating within the NRSA, the Big Bend Homeless Coalition. The City expects to designate another eligible organization as a CBDO, the South City Foundation. This nonprofit was formed as a joint effort with the City and County to revitalize the South City area using the PurposeBuilt Communities model. Working side by side with residents, businesses, and community leaders, the South City Foundation is building new opportunities to flourish and thrive, with a commitment to honoring South City's history and securing its future. The partnership encompasses neighborhood leadership, cradle to career education, affordable housing, and community wellness initiatives.

The City also partners with Neighborhood Affairs in the implementation of Neighborhood First Plans. The areas are located within qualified census tracts.

The primary distribution of the population benefiting from the grant assistance programs will be citywide, and in most cases extremely low, low, and moderate-income. Beneficiaries will also include elderly, youth, children, persons with disabilities, and the homeless or at-risk of becoming homeless.

Geographic Distribution

Target Area	Percentage of Funds
City Wide	75
Neighborhood Revitalization Strategy Area	25

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The needs assessment, market analysis, and community meetings determined that various areas throughout the City suffer from a lack of affordable housing and that homeless and special needs populations require public/social services to reduce poverty. In addition, through a comprehensive analysis it was determined that the Neighborhood Revitalization Area suffers from a lack of affordable housing and is in significant need of comprehensive revitalization.

The City adheres to all program-specific eligibility requirements when allocating funds. Funds are allocated on a priority need basis in neighborhoods that demonstrate compliance with HUD's low- to moderate-income criteria.

Discussion

None.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

In PY 2022-2023 the City will support affordable housing through its CDBG, HOME, and ESG programs, leveraged with local and state funds, by funding activities including: housing rehabilitation, down-payment assistance, new construction, temporary and permanent relocation, acquisition, rapid rehousing, homeless prevention, shelter operations and public services.

One Year Goals for the Number of Households to be Supported	
Homeless	50
Non-Homeless	75
Special-Needs	0
Total	125

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	50
The Production of New Units	15
Rehab of Existing Units	30
Acquisition of Existing Units	30
Total	125

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

None.

AP-60 Public Housing – 91.220(h)

Introduction

The public housing needs in Tallahassee are two-fold and include capital improvement needs to improve the physical condition and accessibility of public housing units and the provision of supportive services for residents of public housing to attain self-sufficiency. This section describes how the City will address the needs of public housing during the program year.

Actions planned during the next year to address the needs to public housing

The City does not anticipate utilizing any HUD PY 2022-2023 funds to address the needs of public housing as these needs are addressed by the housing authority. City staff will however continue to be an active partner with the Tallahassee Housing Authority (THA) and support the THA's application for funding for THA's competitive applications for low-income housing tax credits, State Apartment Incentive Loan Program, or other resources to address the public housing needs, and in particular the redevelopment of the Orange Avenue complex. The City is also partnering with the THA to submit an application for HUD's Lead Hazard Control Grant. The THA will help identify rental units of Housing Choice Voucher holders with families at risk of lead poisoning and other home environmental hazards.

The City will continue to work with the THA (or their representative) to obtain necessary supporting forms that require execution by the City as needed for applications to HUD, Florida Housing Finance Corporation, Federal Home Loan Bank, and other funders.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The City of Tallahassee is an active member of the THA's Coordinating Committee for its FSS Program. In that role, the City assists in developing resources to support program planning initiatives that are designed to encourage public housing residents to become more self-sufficient, to explore opportunities, and when appropriate, to be active in management.

The City will encourage public housing residents to pursue homeownership through the City's Down Payment Assistance program and other housing services that are funded by the City including housing and financial counseling.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A

Discussion

None.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Residents who participated in the community survey expressed that there is a high need for homeless prevention activities, permanent housing programs, and shelters. The City contributes to addressing needs to prevent and end homelessness through setting priorities for funding and braiding federal funding with local dollars to conduct activities to prevent and end homelessness in Tallahassee. The Big Bend CoC measures success of their interventions in the housing crisis response system through HUD-identified performance measures and overarching objectives that are actions to reduce homelessness. However, the City's contribution to the increase of housing units, funding for services, and prevention efforts improve the community's ability to address homelessness among all populations and those with special needs appropriately.

The Big Bend Continuum of Care (Big Bend CoC) has drafted their FY 2021-2025 Strategic Plan and revised their FY 2021-2025 Homelessness Assistance Plan. The goals and objectives relate to programs aimed at creating a functional zero. These include emergency shelter, employment & income support services, prevention and diversion, emergency assistance, transportation assistance, healthcare benefits, coordinated entry (intake, assessment, referrals), permanent supportive housing (PSH), other permanent housing, medium term supportive housing/Transitional Housing, childcare, rapid re-housing (RRH), rental housing, outreach, education, and homeownership. Additionally, the CoC has identified goals to increase funding sources, housing options, expand collaborations to address homelessness among specific subpopulations, and improve engagement with consumers to help with housing retention.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Using part of the City's dedicated ESG funding to complete the Point in Time Count (PIT Count), the Big Bend CoC helps identify persons residing in sheltered and unsheltered locations. Those who conduct the unsheltered count as well as outreach workers engage persons who otherwise would not connect with services, access shelter, or be counted. Through ESG funds, the City dedicates funding to the Big Bend CoC for outreach activities. The City recognizes the importance of homeless prevention and rapid re-housing activities which help the CoC achieve the goal of making homelessness rare, brief, and non-reoccurring.

The Apalachee Center Homeless Project provides outpatient services for persons with a major mental illness through outreach, case management, psychiatric medication management, and supportive services. Persons experiencing homelessness, who have no insurance are eligible receive psychiatric support through this federally funded outpatient program. Big Bend Community Based Care (Big Bend

CBC) is responsible for managing an effective system of mental health and substance use services for indigent individuals and underinsured, who many times, overlap into the housing crisis response system.

Additionally, Capital City Youth Services (CCYS) provides support to run-away and homeless youth at their drop-in center. Supported by the City's general revenue, Connecting Everyone with Second Chances (CESC) offers case management services to shelter and unsheltered persons experiencing homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

CESC offers shelter as part of their facility and services in addition to Big Bend Homeless Coalition's HOPE Shelter. The BBCoC, in partnership with the Leon County Emergency Management Division, engages with local shelters for cold night sheltering options when needed.

Although transitional housing scored lower than other homeless categories, the BBCoC identified transitional housing as a need in the community. One of their objectives is to create and promote pathways to permanent subsidized housing and increase the number of transitional housing units. Comments regarding emergency shelter and transitional housing include the need for low-barrier and temporary housing options, frustration that the emergency shelter was moved away from downtown making it inaccessible by walking, and all housing needs to be located near transit. The City is dedicated to contributing both federal and non-federal funding to support activities to prevent and end homelessness in Tallahassee.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Tallahassee provides ESG funds to the Big Bend CoC for rapid re-housing and street outreach services and activities. These activities are earmarked as high priorities by the Big Bend CoC and directly relate to reducing the amount of time an individual or family experiencing a homeless episode and to provide critical services to the unsheltered homeless. The City continues to participate in CoC-led activities such as board participation and the Affordable Housing Committee to maximize the use of these funds.

To reduce the length of time homeless and help formerly homeless households retain their housing, the community finds that there is a high need for supportive services within housing programs.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Homeless Prevention activities are of the highest importance and the City dedicates funding to assist with preventing homelessness among its residents.

Discussion

The homeless-specific goals and actions are thoughtfully aligned with the Big Bend Continuum of Care's strategy to make homelessness rare, brief, and non-reoccurring in the City of Tallahassee.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City of Tallahassee recognizes that there can be institutional, regulatory, or policy barriers to development and promotion of access to affordable housing. Some of these barriers are at the discretion of City policymakers, including the permitting, zoning, and housing & community development offices. The following barriers may impact the development of affordable housing:

- Development approvals process. The development approval process can be time- and resource-intensive, particularly for developers of affordable housing.
- Density restrictions. Depending on the maximum allowable density in any given zoning category, higher density housing developments may be prohibited. Higher density housing is typically able to absorb more income-restricted housing and still maintain profitability for the developer, in addition to naturally enhancing the availability of housing overall in the City.
- Parking and setback requirements. Depending on the restrictions of parking and setbacks in the local land use code and comprehensive plan, these requirements may prohibit development of affordable housing.
- Affordable housing accessible to transit. Low-income households are more likely to depend on public transportation as a means of mobility. A lack of affordable housing near public transportation networks places an inherent restriction on a family's ability to reasonably access housing.
- Not In My Back Yard (NIMBY) Syndrome. The social and financial stigma of affordable housing can lead to significant resistance from surrounding properties.

As a recipient of funding from the US Department of Housing and Urban Development (HUD), the City of Tallahassee develops an Analysis of Impediments to Fair Housing Choice (AI) to identify impediments or barriers to affordable housing and fair housing choice. The City's most recent Analysis of Impediments identified the following impediments to affordable housing and fair housing choice:

- Lack of awareness by residents and landlords of fair housing laws;
- High number of fair housing complaints on the basis of disability;
- Insufficient supply of affordable rental and homeowner housing in high opportunity census tracts;
- Low labor market engagement for Blacks/African Americans relative to White households;
- Concentration of housing vouchers in segregated and high poverty neighborhoods; and

Poor credit history and collateral as a barrier to accessing traditional capital and wealth building through homeownership, especially for minority residents

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

To combat negative effects of public policies that serve as barriers to affordable housing, as part of their Local Housing Assistance Plan (LHAP) the City adopted an affordable housing incentive policy. The LHAP is required to participate in the State Housing Initiatives Partnership (SHIP) program. The SHIP program requires that the City adopt two incentives – expedited permitting for affordable housing projects and the regular review of regulatory actions that may impact the cost of housing. In addition to these two incentives, the City also adopted other incentives recommended by its Affordable Housing Advisory Committee (AHAC). The additional incentives include water/sewer connection fee exemption, density bonus for inclusionary housing, regulation reduction for inclusionary housing, density bonus for affordable housing, regulation reduction for affordable housing, and allowance of accessory dwelling units in residential districts. The policy is currently in revisions and will provide additional incentives for developers of affordable units.

The Housing Element of Leon County’s 2030 Comprehensive Plan includes an Affordable Housing objective outlining several policies including providing monetary incentives, such as a down payment assistance program and regulatory incentives, such as streamlined processing, to encourage the private sector to develop cost saving and innovative techniques for affordable housing initiatives.

The City will continue to reduce possible regulatory and barriers to the development of affordable housing in the next year as follows:

- Continued use of general revenue or other government funds for the payment of water and sewer connection fees under the local ordinance;
- Fast-tracking the permitting process for affordable housing;
- Maintain and implement those incentives to affordable housing as recommended by the Affordable Housing Advisory Committee; and
- Continued partnership with the County to address area-wide affordable housing issues.

Discussion:

None.

AP-85 Other Actions – 91.220(k)

Introduction:

The City of Tallahassee recognizes that the needs of its residents extend beyond housing and infrastructure. These needs include reducing lead-based paint hazards, reducing poverty, developing institutional structures, and enhancing coordination between public and private social service agencies. The following is a list of actions that the City intends to implement over the next fiscal year to achieve success in addressing the housing and community development needs of low to moderate income residents.

Actions planned to address obstacles to meeting underserved needs

There are various elements that produce obstacles to meeting need within the community. The primary obstacle to meeting underserved needs is sufficient resources to meet the needs identified in the outreach conducted for this Action Plan. Addressing all housing, homeless, and community developments needs is a difficult task due to lack of funding. The City utilizes all possible resources and endeavors to secure additional private and public sources of financing over the course of the program year to meet underserved needs.

The current housing market and economic environment also serve as barriers to meeting needs as rental rates and home values have significantly increased while employee incomes have stayed stagnant increasing the number of families and individuals needing access to housing assistance and public services.

Over the timeframe covered by this Consolidated Plan and Annual Action Plan, the following actions will take place to address obstacles to meeting the underserved needs:

- Continue to educate the community on the needs of the underserved populations, the City's goals, objectives, and framework for community development to alter negative perceptions.
- Continue to develop and nurture relationships with stakeholders to better identify needs.
- Continue to enhance the level of coordination among stakeholders to maximize outputs and deliver more efficient and effective services.
- Promote programs in targeted areas more heavily than City-wide.

Actions planned to foster and maintain affordable housing

During PY 2022-2023, the City of Tallahassee will foster and maintain affordable housing through the use of its CDBG and HOME programs, including leveraged funding, by continuing to implement the Housing Rehabilitation Program, Down-Payment Assistance Program, Relocation Assistance Programs, and Rapid Re-Housing Program.

The City will also continue to coordinate with its partners, including governmental entities and non-

profit and for-profit developers to address the need for affordable housing units. This includes the use of HOME funds to support a Community Housing Development Organization (CHDO) that will construct or rehabilitate five units that will be sold or rented to very low or low-income households.

In addition, specific actions the City will take to foster and maintain affordable housing include:

- Continuing to encourage and reward collaborative projects that are consistent with the City's priorities and objectives;
- Continuing to educate affordable housing providers about funding sources and incentives available through the City or elsewhere;
- Continuing to monitor the condition of affordable housing to which the City has provided funding or incentives; and
- Holding joint meetings of the City and County's Affordable Housing Advisory Committees to address barriers to affordable housing.

Other measures the City will take to foster and maintain affordable housing includes supporting the City's Five-Year Strategic Plan objective of "facilitating and encouraging the construction of affordable housing units". The five-year targets under this community objective include:

- 35 new affordable homes or rental units built through the Community Land Trust.
- 60 new homes built as a result of inclusionary housing programs.
- 10 Habitat for Humanity homes built by City employees.
- 125 down payment assistance grants awarded, creating pathways to home ownership.
- Secure funding for Purpose Built Community and redevelopment of an additional 200 dwelling units at the Orange Avenue Housing Complex.

Actions planned to reduce lead-based paint hazards

The City maintains regulatory compliance regarding the rehabilitation of any housing unit it assists by conducting lead-based paint tests. In conjunction with its Housing Rehabilitation Program, the City implements testing to ensure that all federally funded construction-related activities undertaken undergo a lead paint assessment when appropriate based upon the age of the structure. If lead paint is detected, the City undertakes all required measures to mitigate and/or remove lead-based paint where it exists. The City procures certified providers of lead paint testing, risk assessment, and clearance testing. In addition, all contracts and agreements executed by the City for the implementation of programs or projects where federal funding will be utilized contain lead-based paint requirements.

The City will continue to:

- Test all houses built prior to 1978 that are rehabilitated under the owner-occupied rehabilitation program for lead-based paint and, if found be sure the necessary mitigation work is incorporated into the rehabilitation work and clearance tests indicate the home is safe before

- allowing homeowner to occupy the home;
- Require all agencies or sub-recipients contracted for the rehabilitation work to follow the lead-based paint rules and abide by the City's process; and
- Apply for HUD's Lead Hazard Control Grant and Supplemental Healthy Homes program.

Actions planned to reduce the number of poverty-level families

The City will continue to carry out goals and objectives established within the Consolidated Plan to assist in reducing poverty. The overarching goal of the plan to benefit the greatest number of people to the greatest extent possible will resonate throughout the anti-poverty strategy. The City will implement various programs and projects that have been identified as the most beneficial to its residents and to assisting families in need. The City funds several agencies that provide public services to address the needs of persons in poverty. These agencies typically provide services to homeless and non-homeless special needs populations, as well as low- and moderate-income families. These services include housing, job/skills training, and other assistance to promote self-sufficiency.

The City will continue to provide CDBG and HOME funding, where appropriate, to support programs that are designed to help families gain self-sufficiency. One of City's goals for the Five-Year Consolidated Plan is to address the role of self-sufficiency in protecting and enhancing the condition of the City's housing stock and neighborhoods. The City will take the following steps to promote self-sufficiency and reduce the number of households living below the poverty level:

- Supporting the provision of public services such as child-care, health services, after-school programs, etc., for low and moderate-income households;
- Supporting the provision of homebuyer and financial education to low and moderate-income households; and
- Supporting the provision of permanent affordable and decent housing for homeownership or lease.

Actions planned to develop institutional structure

The City of Tallahassee Department of Housing and Community Resilience serves as the lead entity in carrying out the Consolidated Plan along with various public, private, and non-profit agencies. The City has developed sufficient capabilities for implementing and administering programs in house and continues to foster agency coordination. Collaboration between local, county, and state agencies is important in successfully carrying out the goals and objectives identified in the Consolidated Plan and addressing community needs. The City also works closely with the City Manager, Assistant City Manager, and City Commissioners to assure coordination in implementing programs.

Structured service delivery systems are critical to the long-term success of community development efforts in the City. These systems assist in proper targeting of resources, efficient use of those resources, and meaningful change in the number of poverty-level families in the City. The City of Tallahassee will

continue to engage in coordination efforts between governmental agencies operating within the City, and continued support for institutional efforts to address long-term challenges in the region.

The City of Tallahassee has a strong institutional delivery system. A wide range of services are available in the community, including homelessness prevention services, street outreach services, and supportive services. These programs are provided by nonprofit organizations and Continuum of Care (CoC) member agencies.

In addition, the City will support the following steps to develop institutional structure:

- Provide opportunities for capacity building through the provision and coordination of training opportunities for local organizations.
- Participate in training opportunities available to City staff.
- Provide technical assistance (e.g., HOME or HOME CHDO, CDBG, ESG, etc.).
- Take advantages of opportunities to receive technical assistance and training.

Actions planned to enhance coordination between public and private housing and social service agencies

The City has made great efforts to increase agency coordination by continuing to communicate the City's strategic goals. It is essential that the Department of Housing and Community Resilience fosters and maintains partnerships with other agencies and organizations for the successful delivery of its housing and community development programs. The City will:

- Continue participation in the City/County workgroup on affordable housing.
- Continue participation with the Big Bend Continuum of Care in the regular network meetings.
- Continue participation in neighborhood meetings to determine their needs and obtain input relative to City activities and projects funded.

As sub-recipients often administering and implementing programs funded through the City, non-profit organizations play a key role in delivering services to the public and providing programs essential to the community such as homeless services, youth programs, elderly programs, and special needs services. The City of Tallahassee will continue to work with non-profit agencies in carrying out Consolidated Plan strategies.

Further, public and private entities can effectively support the delivery of programs and services by offering additional resources that can be leveraged to supplement existing services or fill in gaps. Tallahassee will continue to seek additional funding sources for neighborhood livability and housing investment in the City. The City will partner with lenders, affordable housing developers, and business and economic development organizations when possible. The City will also continue to participate in the Continuum of Care.

In addition, the City works very closely with the Tallahassee Housing Authority in providing services for

low-income public housing to enhance planning for services. The City coordinates with the housing authority on evaluation of proposed projects and for the implementation of the Public Housing Strategy in the Consolidated Plan. The City and the housing authority collaborate when identifying five-year goals and priorities and in making sure that services are delivered successfully.

Discussion:

None.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	9,546
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	9,546

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City of Tallahassee does not anticipate providing forms of investment not described in 24 CFR 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The City's HOME Program Resale and Recapture policy is included as an attachment with this Plan.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The City requires that a HOME agreement, as well as a note and mortgage, be executed by the beneficiary of the funds (homebuyer). These are recorded in the public records. If the homebuyer requests subordination for refinancing of superior mortgages, the City has a process to review the new financing. If it meets the subordination requirements, which are structured to ensure the protection of the homebuyer and the City's lien position, then the City provides a subordination to allow the new mortgage to again be superior to the City mortgage. Additional information on the City's resale and recapture policy is included as an attachment.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City does not anticipate using HOME funds to refinance existing debt secured by multifamily Housing that is being rehabilitated with HOME funds for the period covered by this AAP.

**Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

The City's Written Standards for Providing ESG Assistance is included as an attachment to this Plan.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Big Bend Continuum of Care has adopted the use of the VI-SPDAT (The Vulnerability Index - Service Prioritization Decision Assistance Tool) to use as our community's coordinated intake and assessment tool. The VI-SPDAT is a pre-screening, or triage tool that is designed to be used by all providers within the community to quickly assess the health and social needs of homeless persons and match them with the most appropriate support and housing interventions that are available.

This tool is comprised of questions pertaining to four areas of the client's life:

- History of Housing and Homelessness;
 - Risks - risk of harm to self or others, involvement in high-risk and/or exploitative situations, interactions with emergency services, legal issues, managing tenancy;
 - Socialization and Daily Functions - self-care and daily living skills, personal administration and money management, meaningful daily activities, social relations and networks; Wellness - mental health and wellness and cognitive functioning, physical health and wellness, medication, substance use, experience of abuse and/or trauma;
 - After a caseworker has completed a VI-SPDAT on a client, it is then entered into HMIS (Homeless Management Information System) and scored to determine which intervention is best for the client.
3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

Through consultation with the Big Bend Continuum of Care, the City will provide its ESG funding to the CoC which supports the City's objective of the continued development, operation, and expansion of CoC services and operations. The CoC will provide rapid rehousing services, outreach coordination, and HMIS support services.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

To comply with 24 CFR 576.205(a), the City will ensure the continued participation of a homeless or formerly homeless individual on the ESG Planning Committee. This committee will continue to be

consulted regarding policy and decision-making pertaining to the use of ESG funding on an annual basis. The organization acting as lead agency for the CoC is currently the Big Bend Continuum of Care. This organization holds regular meetings with its network of service providers and obtains feedback in that way.

5. Describe performance standards for evaluating ESG.

The goal of ESG-funding is to reduce the number of persons who are homeless in the community and reduce the length of time the persons are homeless. Therefore, the specific ESG-RRP performance outcomes will be a measure of the number of persons or households that move out of homelessness into permanent housing as well as whether the move to permanent or permanent supportive housing has been successful at the three month, six months, or other intervals.

Discussion: None.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

OFFICE OF COMMUNITY PLANNING
AND DEVELOPMENT

May 13, 2022

The Honorable John Dailey
Mayor of Tallahassee
300 S Adams Street
Tallahassee, FL 32301-1721

Dear Mayor Dailey:

I am pleased to inform you of your jurisdiction’s Fiscal Year (FY) 2022 allocations for the Office of Community Planning and Development’s (CPD) formula programs, which provide funding for housing, community and economic development activities, and assistance for low- and moderate-income persons and special needs populations. Public Law 117-269 includes FY 2022 funding for these programs. Your jurisdiction’s FY 2022 available amounts are as follows:

Community Development Block Grant (CDBG)	\$1,857,462
Recovery Housing Program (RHP)	\$0
HOME Investment Partnerships (HOME)	\$1,050,473
Housing Trust Fund (HTF)	\$0
Housing Opportunities for Persons With AIDS (HOPWA)	\$0
Emergency Solutions Grant (ESG)	\$157,307

Individuals and families across the country are struggling to recover from four converging crises impacting housing stability: the COVID-19 pandemic, economic hardships, climate change, and racial inequity. Through these bedrock programs, CPD seeks to develop strong communities by promoting integrated approaches that provide decent housing and suitable living environments while expanding economic opportunities for low- and moderate-income and special needs populations, including people living with HIV/AIDS. We urge grantees to strategically plan the disbursement of grant funds to provide relief for those affected by these converging crises and help move our country toward a robust recovery.

Based on your jurisdiction’s CDBG allocation for this year and outstanding Section 108 balances as of May 13, 2022, you also have \$9,287,310 in available Section 108 borrowing authority. Since Section 108 loans are federally guaranteed, this program can leverage your jurisdiction’s existing CDBG funding to access low-interest, long-term financing to invest in your jurisdiction.

HUD continues to emphasize the importance of effective performance measurements in all its formula grant programs. Proper reporting in the Integrated Disbursement and Information System (IDIS) is critical to ensure grantees comply with program requirements and policies, provide demographic and income information about the persons that benefited from a community's activities, and participate in HUD-directed grantee monitoring. Your ongoing attention to ensuring complete and accurate reporting of performance measurement data continues to be an invaluable resource regarding the impact of these formula grant programs.

The Office of Community Planning and Development is looking forward to working with you to promote steps that will enhance the performance of these critical programs and successfully meet the challenges that our communities face. If you or any member of your staff have questions, please contact your local CPD Office Director.

Sincerely,

A handwritten signature in black ink, appearing to read "Jemine A. Bryon". The signature is fluid and cursive, with a large initial "J" and a stylized "B" at the end.

Jemine A. Bryon
Acting General Deputy Assistant Secretary
for Community Planning and Development

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- Preapplication
 Application
 Changed/Corrected Application

*** 2. Type of Application:**

- New
 Continuation
 Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

6/22/2022

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

City of Tallahassee

* b. Employer/Taxpayer Identification Number (EIN/TIN):

59-6000435

* c. Organizational DUNS:

0732451930000

d. Address:

* Street1:

300 S. Adams Street

Street2:

* City:

Tallahassee

County/Parish:

Leon

* State:

Florida

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

32301-1721

e. Organizational Unit:

Department Name:

Dept. of Housing and Community Resilience

Division Name:

Housing

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Ms.

* First Name:

Jean

Middle Name:

* Last Name:

Amison

Suffix:

Title: Housing Manager

Organizational Affiliation:

* Telephone Number:

850-891-6547

Fax Number:

850-891-6597

* Email:

jean.amison@talgov.com

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-218

CFDA Title:

Community Development Block Grant

*** 12. Funding Opportunity Number:**

N/A

* Title:

N/A

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Housing and community development activities: housing rehabilitation, relocation assistance, public services, public facilities, and program administration.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant **FL-002**

* b. Program/Project **FL-002**

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: **10/01/2022**

* b. End Date: **9/30/2023**

18. Estimated Funding (\$):

* a. Federal	1,857,462
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	1,857,462

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

**** I AGREE**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.


Authorized Representative:

Prefix: * First Name: **Reese**
Middle Name:
* Last Name: **Goad**
Suffix:

* Title: **City Manager**

* Telephone Number: **850-891-8576** Fax Number: **850-891-8669**

* Email: **reese.goad@talgov.com**

* Signature of Authorized Representative: 

* Date Signed: **7/28/2022**

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- Preapplication
 Application
 Changed/Corrected Application

*** 2. Type of Application:**

- New
 Continuation
 Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

6/22/2022

4. Applicant Identifier:

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* Country:

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* Zip / Postal Code:

32301-1721

e. Organizational Unit:

Department Name:

Dept. of Housing and Community Resilience

Division Name:

Housing

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Ms.

* First Name:

Jean

Middle Name:

* Last Name:

Amison

Suffix:

Title:

Housing and Grants Administrator

Organizational Affiliation:

* Telephone Number:

850-891-6547

Fax Number:

850-891-6597

* Email:

jean.amison@talgov.com

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-231

CFDA Title:

Emergency Solutions Grant

*** 12. Funding Opportunity Number:**

N/A

* Title:

N/A

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Homeless activities: Rapid re-housing, homeless prevention, street outreach, shelter operations/essential services.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant **FL-002**

* b. Program/Project **FL-002**

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: **10/01/2022**

* b. End Date: **9/30/2023**

18. Estimated Funding (\$):

* a. Federal	157,307.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	157,307.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

**** I AGREE**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.


Authorized Representative:

Prefix: * First Name: **Reese**
Middle Name:
* Last Name: **Goad**
Suffix:

* Title: **City Manager**

* Telephone Number: **850-891-8576** Fax Number: **850-891-8669**

* Email: **reese.goad@talgov.com**

* Signature of Authorized Representative: 

* Date Signed: **07/28/2022**

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- Preapplication
 Application
 Changed/Corrected Application

*** 2. Type of Application:**

- New
 Continuation
 Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN):

* c. Organizational DUNS:

d. Address:

* Street1:

Street2:

* City:

County/Parish:

* State:

Province:

* Country:

* Zip / Postal Code:

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

Title:

Organizational Affiliation:

* Telephone Number:

Fax Number:

* Email:

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-239

CFDA Title:

HOME Investment Partnership Program

*** 12. Funding Opportunity Number:**

N/A

* Title:

N/A

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Housing activities: Down-payment assistance, new construction, and acquisition.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant **FL-002**

* b. Program/Project **FL-002**

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: **10/01/2020**

* b. End Date: **9/30/2021**

18. Estimated Funding (\$):

* a. Federal	941,551.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	941,551.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

**** I AGREE**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name: **Reese**
Middle Name:
* Last Name: **Goad**
Suffix:

* Title: **City Manager**

* Telephone Number: **850-891-8576** Fax Number: **850-891-8669**

* Email: **reese.goad@talgov.com**

* Signature of Authorized Representative: 

* Date Signed: **07/28/2022**

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

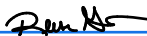
Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.


Reese Goad (Jul 28, 2022 09:24 EDT)

Signature of Authorized Official

07/28/2022

Date

City Manager

Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) _____ [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

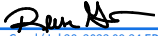
Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.


Reese Goad (Jul 28, 2022 09:24 EDT)

Signature of Authorized Official

07/28/2022

Date

City Manager

Title

OPTIONAL Community Development Block Grant Certification

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

N/A
Signature of Authorized Official

Date

N/A
Title

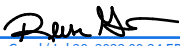
Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

Subsidy layering -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;


Reese Goad (Jul 28, 2022 09:24 EDT)

Signature of Authorized Official

07/28/2022
Date

City Manager
Title

Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program recipient certifies that:

Major rehabilitation/conversion/renovation – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

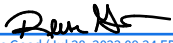
Matching Funds – The recipient will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

Discharge Policy – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.


Reese Goad (Jul 28, 2022 09:24 EDT)

Signature of Authorized Official

07/28/2022

Date

City Manager

Title

Housing Opportunities for Persons With AIDS Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

- 1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
- 2. For a period of not less than 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

N/A
Signature of Authorized Official

Date

N/A
Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL  <small>Reese Goad (Jul 28, 2022 09:24 EDT)</small>	TITLE City Manager
APPLICANT ORGANIZATION City of Tallahassee	DATE SUBMITTED August 15, 2022

ASSURANCES - CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

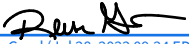
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL  <small>Reese Goad (Jul 28, 2022 09:24 EDT)</small>	TITLE City Manager
APPLICANT ORGANIZATION City of Tallahassee	DATE SUBMITTED August 15, 2022



**CITY OF
TALLAHASSEE**

**FY 2022-2023
ANNUAL
ACTION PLAN**

PUBLIC COMMENT SUMMARY



**CITY OF
TALLAHASSEE**

PUBLIC COMMENTS

During Plan development, the City facilitated one community meeting for stakeholders, four direct consultations with neighborhood associations, and one direct meeting with homeless service providers. After the Plan was drafted, the City facilitated one formal public hearing in conjunction with the City Commission adoption of the plan.

DATE	ORGANIZATION/PLACE
March 24, 2022	Community Meeting Smith-Williams Service Center
April 18, 2022	Affordable Housing Advisory Committee Meeting Smith-Williams Service Center
May 5, 2022	Big Bend CoC Homeless Provider Network Meeting Via Zoom
June 22, 2022	City Commission Meeting and Public Hearing City Hall Commission Chambers 300 S. Adams Street

Written comments received during the planning phase are below. All comments were received and accepted by the City. The comments did not lead to any substantial changes to the draft plan.

Oral Comments Received – March 24, 2022

One attendee via WebEx commented that there are two distinct but related problems: 1) Lack of housing on low end; and 2) Lack of housing for young professionals. They stated staff, during the planning process, should ask the question - how much do we need to spend as a community so that no one needs to be on the street or have to move to find affordable units?

A second attendee via Webex commended staff for a student housing conversion which the City incentivized to bring in more affordable family units. They stated they would like to see more projects like that within the City. They stated they would like to see some of the more expensive homes on the NE side converted to affordable housing; to be careful to place affordable housing in economically depressed areas like Southside; and look at housing holistically to build for sustainability and safety for the future.

Staff's response included information on additional student conversions that were in the pipeline and initiating amendments to the City's Inclusionary Housing Ordinance to apply to more areas and with a lower threshold for new developments.

No comments, written or verbal, were received during the public hearing or the other engagement activities.

Timestamp

2/28/2022 14:46:28

Street

300 S Adams St

Final Publication Date

3/2/2022

City

Tallahassee

Ad Number

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Tallahassee Democrat

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Tallahassee

Your Name

Nicolle Lackey

Delivery Method

Both

Email Address

nlackey@localiq.com

Number of Affidavits Needed

1

Customer Email

Cindy.Dickinson@talgov.com

Customer Name

City Tallahassee - Treasury

Customer Phone Number

(850) 891-8211

Customer Address

300 S Adams St

Tallahassee, FL 32301-1721

Account Number (If Known)

126460

Name

Cindy Dickinson

TALLAHASSEE DEMOCRAT

Tallahassee.com

A GANNETT COMPANY

ATTN: CINDY DICKINSON
CITY TALLAHASSEE TREASURY
300 S ADAMS ST
TALLAHASSEE, FL 32301

STATE OF FLORIDA COUNTY OF LEON

Before the undersigned authority personally appeared J. Heller who on oath says that he or she is a Legal Advertising Representative of the Tallahassee Democrat, a daily newspaper published at Tallahassee in Leon County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of

PUBLIC NOTICE

In the Second Judicial Circuit Court was published in said newspaper in the issues of:

3/2/2022

Affiant further says that the said Tallahassee Democrat is a newspaper published at Tallahassee, in the said Leon County, Florida, and that the said newspaper has heretofore been continuously published in said Leon County, Florida each day and has been entered as periodicals matter at the post office in Tallahassee, in said Leon County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has never paid nor promised any person, firm, or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this 2nd day of March, 2022 by J. Heller who is personally known to me.

Affiant

[Signature]

Notary Public, State of Wisconsin, County of Brown
5.15.23

My commission expires

NANCY HEYRMAN
Notary Public
State of Wisconsin

NOTICE OF PUBLIC HEARING

The City of Tallahassee's Department of Housing and Community Resilience (HCR) will be hosting public meetings to provide information about and solicit input for the City's FY 2022-2023 Annual Action Plan and FY 2022-2025 Local Housing Assistance Plan. Citizens and organizations are invited to attend this meeting to help identify housing and community development needs that may be addressed with federal grant funds provided to the City from the U.S. Department of Housing and Urban Development (HUD), and with state grant funds provided from the Florida Housing Finance Corporation (FHFC).

CAPER: To report on the housing activities for program year ending September 30, 2021 using federal and state funds as reported in the Consolidated Annual Performance and Evaluation Report (CAPER) and the State Housing Initiatives Partnership (SHIP) Program as reported in the SHIP Annual Report.

Annual Action Plan: To gather comments to assist in the development of the HUD Annual Action Plan for fiscal year 2022-2023 for program year beginning October 1, 2022. The Plan serves as the City's application to HUD for Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) funds.

Local Housing Assistance Plan (LHAP): To gather comments to assist in the development of the Local Housing Assistance Plan for program years 2022-2025 as required by FHFC. The LHAP serves as the City's application to FHFC for State Housing Initiatives Partnership (SHIP) funds.

The City encourages participation of all its residents, especially the involvement of very low-income residents, minorities, non-English speaking persons, and persons with mobility, visual or hearing impairments. Citizens wishing to provide input may make public comment in person at the meeting. Due to ongoing public health concerns, room capacity is limited to allow adequate space for physical distancing. Comments will be accepted in writing with contact name and address to:

City of Tallahassee
Housing and Community Resilience
300 S. Adams Street, B-27
Tallahassee, FL 32303
Fax: 850-891-6597
Email: Housing@talgov.com

Public Meeting Schedule

Date/Time	Place
Thursday March 24, 2022 5:30pm	Smith Williams Community Center 2295 Pasco Street, Tallahassee, FL 32310 Via WebEx (pre-register): https://talgov.webex.com/talgov/onstage/g.php?MTID=eeaff161b90143475d1b5661d00d360a4
Various dates in March/April	Various Neighborhood Association Meetings
April 2022	City Affordable Housing Advisory Committee Meeting
May 2022	City Commission Meeting on the Final Local Housing Assistance Plan
July 2022	City Commission Public Hearing on the Final Annual Action Plan

Materials on the public meetings may be found online at www.talgov.com/housing, News & Public Notices.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, individuals needing a special accommodation to participate in this public meeting should contact Ginger Williams by written request to housing@talgov.com at least 48 hours prior to the meeting. Any non-English speaking person wishing to attend the meeting should contact Ginger Williams at least five days prior to the hearing and an interpreter will be provided. (La información y los materiales del programa están disponibles en español a pedido.)

Publication Date

6/15/2022

Ad Number

GCI0897999

Publication

Tallahassee Democrat

Market

Tallahassee

Delivery Method

Email

Number of Affidavits Needed

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Customer Name

City Tallahassee - Treasury

Account Number (If Known)

126460

Customer Email

Cindy.Dickinson@talgov.com

Your Name

Sara Tanton

Email Address

stanton@localiq.com

TALLAHASSEE DEMOCRAT

Tallahassee.com

A GANNETT COMPANY

ATTN: CINDY DICKINSON
CITY OF TALLAHASSEE TREASURY
300 S ADAMS ST
TALLAHASSEE, FL 32301

STATE OF WISCONSIN COUNTY OF BROWN

Before the undersigned authority personally appeared Heffner who on oath says that he or she is a Legal Advertising Representative of the Tallahassee Democrat, a daily newspaper published at Tallahassee in Leon County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of

PUBLIC NOTICE

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Sworn to and subscribed before me this 15th day of June, 2022 by Heffner who is personally known to me.

Affiant

Nancy Heyrman
Notary Public, State of Wisconsin, County of Brown
5.15.23

My commission expires

NANCY HEYRMAN
Notary Public
State of Wisconsin

PUBLIC NOTICE
 City of Tallahassee
 Department of Housing and Community Resilience
 Fiscal Year 2022-2023 Annual Action Plan
 Proposed Use of Funds for Anticipated Federal Awards

As an entitlement grantee of the Department of Housing and Urban Development (HUD), the City of Tallahassee is required to develop and submit an Annual Action Plan to HUD. The Annual Action Plan proposes uses of Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME), and Emergency Solutions Grant (ESG) funding to implement strategies and programs to support affordable housing and community resilience. While the State Housing Initiatives Partnership (SHIP) funds are not subject to federal regulations, they are leveraged when allocating federal funding. HUD also requires grantees to involve the public in the development of the Annual Action Plan and gain input on the potential uses for federal housing funds. *The award amounts below are conditional and may change based on final award notifications from HUD or the State of Florida.

*DRAFT 2022-2023 Anticipated Program Funding Summary					
	CDBG 2023	ESG 2023	HOME 2023	SHIP 2023	TOTAL
*Anticipated Funding					
Award	\$ 1,857,462	\$ 157,307	\$ 1,050,473	\$1,905,002	\$4,970,244
Program Income	\$ 9,546	\$0	\$ 240,071	\$67,804	\$317,421
TOTAL REVENUE	\$1,867,008	\$157,307	\$1,290,544	\$1,972,806	\$5,287,665
Anticipated Activities:	<ul style="list-style-type: none"> • Improvements to public facilities in vulnerable neighborhoods • Rehabilitation • Homelessness prevention • Neighborhood revitalization • Administration 	<ul style="list-style-type: none"> • Rapid rehousing • Homelessness prevention • Street outreach • Coordinated data management 	<ul style="list-style-type: none"> • Rehabilitation and new construction for affordable rental or homeownership • Down payment assistance • Permanent supportive housing • Administration 	<ul style="list-style-type: none"> • Rehabilitation and new construction for affordable rental or homeownership • Homeownership counseling • Down payment assistance loans • Administration 	

Notice is hereby given that on Wednesday, June 22, 2022, at 6:00 p.m. via a live broadcast and in person meeting at City Hall, City Commission Chambers the Tallahassee City Commission will hold a public hearing on the proposed 2022-2023 Annual Action Plan. A 30-day public comment period will begin on June 15, 2022 and will expire on July 15, 2022.

Citizens and interested persons are invited to attend the public hearing and provide comments regarding the draft plans. To comment on the expected activities and budget, please submit a form online at tal.gov.com/Citizeninput by 9 p.m. on Tuesday, June 21, 2022. Comments submitted after the 9 p.m. deadline on the day before the hearing and up until the time of the hearing will be added to the official record afterwards. Comments may be submitted in writing with your name and address to:

City of Tallahassee
 Housing and Community Resilience
 300 S. Adams Street, B-27
 Tallahassee, FL 32303
 Phone: 850-891-6566
 Fax: 850-891-6597
 Email: Housing@tal.gov

The draft Annual Action Plan and supporting materials may be found online at www.tal.gov.com/housing. News & Public Notices

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, individuals needing a special accommodation to participate in this public meeting should contact Ginger Williams by written request to housing@tal.gov at least 48 hours prior to the meeting. Any non-English speaking person wishing to attend the meeting should contact Ginger Williams at least five days prior to the hearing and an interpreter will be provided. (La información y los materiales del programa están disponibles en español a pedido.)



Agenda Item Details

Meeting	Jun 22, 2022 - City Commission Meeting
Category	15. 6:00 P.M. PUBLIC HEARINGS
Subject	15.02 First and Only Public Hearing on the Adoption of the 2022-2023 HUD Annual Action Plan -- Kimball Thomas, Housing & Community Resilience
Type	Action, Public Hearing
Fiscal Impact	Yes
Dollar Amount	5,485,993.00
Budgeted	Yes
Budget Source	A total of \$5,485,993 of proposed FY23 activities is to be funded by general fund revenues in anticipation of federal and state grant reimbursements from CDBG funds of \$1,857,462; HOME funds of \$1,050,473; ESG funds of \$157,307, SHIP funds of \$1,905,002; program revenue of \$317,422; and reprogrammed funding \$198,327.
Recommended Action	Option 1. Conduct the first and only public hearing on the adoption of the 2022-2023 HUD Annual Action Plan; approve the submission of the plan to HUD; appropriate the associated funds as proposed; and authorize the City Manager or his designee to execute pre-award contracts for the related activities and programs.
Goals	Quality of Life Impact on Poverty

For more information, please contact: Jean Amison, Housing & Community Resilience, 850-891-6547

Statement of Issue

The US Department of Housing and Urban Development (HUD) requires that the City develop a five-year Consolidated Plan for the use of entitlement grant funds and prepare an Annual Action Plan detailing the proposed use of those entitlement funds as they relate to the Consolidated Plan goals. The Five-Year HUD Consolidated Plan represents the goals and objectives the City expects to achieve over the next five years to address affordable housing, human services, and other neighborhood revitalization strategies with federal and state funding. The Annual Action Plan sets forth the specific activities to be undertaken during the next program year. Overall, the plan's goals align with the City's 2024 Strategic Plan's Impact on Poverty priority. The plan supports neighborhoods where diverse and affordable housing stock is preserved, homeownership is possible, economic opportunities and stability are fostered, and residents have a feeling of communal ownership.

The City's 2020-2024 Consolidated Plan was adopted by the City Commission during its December 9, 2020, public hearing. This public hearing presents the third Annual Action Plan of proposed activities as part of the 5-year Consolidated Plan.

The City's entitlement funds for FY2022-2023 include HOME Investments Partnership Program (HOME), Community Development Block Grant (CDBG), and Emergency Solutions Grant (ESG). The Annual Action Plan leverages State Housing Initiatives Partnership (SHIP) funding, American Rescue Plan funding, and other local resources to achieve its goals and objectives.

The draft Annual Action Plan has been publicly noticed and posted online at [Talgov.com/housing](https://talgov.com/housing) for public review and a 30-day comment period. The adopted plan, along with all substantive comments received during the 30-day public comment period, must be submitted to HUD by August 15, 2022.

Recommended Action

Option 1: Conduct the first and only public hearing on the adoption of the 2022-2023 HUD Annual Action Plan; approve the submission of the plan to HUD; appropriate the associated funds as

proposed; and authorize the City Manager or his designee to execute pre-award contracts for the related activities and programs.

Fiscal Impact

A total of \$5,485,993 of proposed FY23 activities is to be funded by general fund revenues in anticipation of federal and state grant reimbursements from CDBG funds of \$1,857,462; HOME funds of \$1,050,473; ESG funds of \$157,307, SHIP funds of \$1,905,002; program revenue of \$317,422; and reprogrammed funding \$198,327.

Supplemental Material/Issue Analysis

History/Facts & Issues

The U.S. Department of Housing and Urban Development (HUD) provides grants to the City on a formula basis to assist in the creation of viable communities. The major goals of the HUD funding are to provide decent housing, a suitable living environment, improve quality of life, and expand economic opportunities for low- and moderate-income persons. Therefore, to maintain eligibility for these funds, the City must develop and submit a Five-Year Consolidated Plan that acts as the strategic plan and establishes priorities for housing, human services, homeless services, and neighborhood revitalization. In addition to the Consolidated Plan, HUD requires an Annual Action Plan also be developed and submitted each year to identify programs and activities that will be funded with that year's entitlement grant funding to accomplish the objectives established in the Consolidated Plan. The City's 2020-2024 Consolidated Plan was adopted by the City Commission during its December 9, 2020, public hearing. This public hearing addresses the FY22 Annual Action Plan and related goals and activities for the upcoming program year.

The Department of Housing and Community Resilience is responsible for the development, implementation, and monitoring of activities related to the Consolidated and Annual Action Plan processes required by HUD. The City's approach to meeting community development priorities is through activities that create sustainable and resilient neighborhoods. Overall, the plan's goals align with the City's 2024 Strategic Plan and include creating neighborhoods where diverse and affordable housing stock is preserved, homeownership is possible, economic opportunities and stability are fostered, and residents have a feeling of communal ownership.

Strategic Goals

To achieve the strategic goals in the Consolidated Plan, priority strategies have been developed. Each strategy identifies activities to fund and implement in partnership with other agencies and by leveraging additional non-HUD funds. For the program years covered by the 2020-2024 Consolidated Plan, the following priorities were identified:

1. Develop affordable housing and increase homeownership rates for low- and moderate-income households;
2. Preserve the local affordable housing stock through repair and rehabilitation;
3. Achieve a functional zero in the City's homeless population through rapid rehousing and permanent supportive housing;
4. Support implementation of Neighborhood First Plans with initiatives that align with community resilience outcomes;
5. Strengthen neighborhoods through resilience hubs and high-impact human service programs; and,
6. Support the development and capacity of viable community development partners.

The Annual Action Plan (Attachment 1) describes the activities that will be implemented during the third year of the Consolidated Plan, from October 1, 2022, through September 30, 2023.

Anticipated Funding Allocation and Leveraging

The Annual Action Plan details the use of funding for the program year from October 1, 2022, through September 30, 2023, and includes anticipated grant revenue; anticipated grant expenditures by major category; projects selected for funding; housing and community development needs, priorities, and strategies; performance objectives; and citizen participation efforts. These revenue sources include federal HOME, CDBG, and ESG funding. While not required to be outlined in this Plan, the City also references funding from the State Housing Initiatives Partnership (SHIP) as leverage to achieve the Plan's goals. The Annual Action Plan Funding Summary (Attachment 2) also includes leveraging the annual federal and state allocations with a one-time allocation of HOME American Rescue Plan dollars and U.S. Treasury State and Local Fiscal Recovery Funds to fund priority projects related to long-term recovery from the COVID-19 pandemic, helping to build resiliency in the community and address urgent needs in negatively impacted neighborhoods.

The City's anticipated HUD entitlement allocation for the upcoming program year is as follows:

- CDBG funds of \$1,857,462
- HOME funds of \$1,050,473
- ESG funds of \$157,307

HUD expects that entitlement communities will leverage local and state funding to implement the proposed activities. Furthermore, considering the impact of COVID-19 on the community and the availability of long-term recovery funding, the Annual Action Plan considers additional funding to supplement several initiatives:

- SHIP funds of \$1,905,002
- Program Revenue of \$317,422
- Reprogrammed funding of \$198,327, and
- Other budgeted local funds from the Affordable Housing Trust Fund, General Fund, and Change-for-Change Donations.

Stakeholder Engagement & Public Review

To gain public input and feedback on the Annual Action Plan, the City conducted a public workshop, targeted meetings with engaged stakeholders, and a Commission Public Hearing. In preparation for the activities to be undertaken during the Five-Year Consolidated Plan, in 2020 staff solicited environmental-related reviews and comments on future housing projects from State agencies, FEMA, Tribal Entities, and the Florida State Clearinghouse.

The draft of the FY2022-2023 Annual Action Plan has been posted online at [Talgov.com/housing](https://talgov.com/housing) for public review and a 30-day comment period.

Department(s) Review

Resource Management, and Grants & Enterprise Resources

Options

1. Conduct the public hearing and adopt the 2022-2023 HUD Annual Action Plan and approve the submission to HUD with comments received; appropriate the associated funds as proposed and authorize the City Manager to execute pre-award contracts for the related activities and programs.

Pros:

- The City will meet the HUD deadline for submission of the grant application.
- The City will receive federal grant funds for the upcoming fiscal year.
- Entitlement funds for the federal programs as well as SHIP will be authorized for use and, therefore, committed and/or expended in a timely manner.
- Planned eligible activities will be funded for City Program Year 2023.

Cons: None identified.

2. Do not adopt the 2022-2023 HUD Annual Action Plan and provide an alternate direction.

Pros: None identified.

Cons: The grant application will not be submitted to HUD by the required deadline and the City will not be approved by HUD to use the allocated funds.

Attachments/References

- Attachment 1: Draft FY23 HUD Annual Action Plan
- Attachment 2: Draft FY23 HUD AAP Funding Summary

[Attachment 1 - Draft FY23 HUD Annual Action Plan.pdf \(1,937 KB\)](#)

[Attachment 2 - Draft FY23 HUD AAP Funding Summary.pdf \(737 KB\)](#)



**CITY OF
TALLAHASSEE**

**FY 2022-2023
ANNUAL
ACTION PLAN**

GRANTEE UNIQUE APPENDICES:

CITIZEN PARTICIPATION PLAN

City of Tallahassee Citizen Participation Plan

INTRODUCTION

Each year, the City of Tallahassee (City) receives funding from the U.S. Department of Housing and Urban Development (HUD). These funding sources include Community Development Block Grant (CDBG), Home Investments Partnership Program (HOME), and Emergency Solutions Grant (ESG). As a condition of receiving these allocations, the City must satisfy annual planning and reporting requirements as provided in 24 CFR Part 91 which includes the development and preparation of a Consolidated Plan, Annual Action Plans for each year of the Consolidated Plan, the Consolidated Annual Performance Evaluation Report (CAPER), and an Analysis of Impediments to Fair Housing (which may be replaced by an Assessment of Fair Housing as defined in the statute but which has not yet been implemented by HUD).

Definitions

Consolidated Plan – This is a five-year strategic plan which describes the needs and goals for the community planning and development programs and housing programs during the designated five-year period. The City must submit it to HUD by August 15 prior to the start of the first year of the five-year period covered. This allows the City to apply for federal funding and make annual application for funding for the federal entitlement funding identified above.

Annual Action Plan – This plan is prepared each year of the Consolidated Plan and identifies the amount of funding the City expects to receive from HUD as well as the anticipated program income and reprogrammed funds. It describes the activities and projects expected to be undertaken in the subject year to address the needs and priorities that were identified in the Consolidated Plan. It is submitted to HUD by August 15 and covers the year beginning October 1 and ending September 30. Other than the first year of each 5-year plan when it is submitted simultaneously with the Consolidated Plan, it is an amendment to the Consolidated Plan.

Consolidated Annual Performance Evaluation Report (CAPER) – This is the annual report of what the City completed in the most recently program year (October 1 – September 30) and how that compares with what was anticipated to be completed as set forth in that year's Annual Action Plan. It reports on the progress made toward goals set forth in the Consolidated Plan. It describes how the funds were used and the extent to which low and moderate-income persons benefitted. It is submitted to HUD within 90 days of the program year end. Therefore, the City's deadline is December 29.

Analysis of Impediments to Fair Housing – This is an assessment done in connection with the jurisdiction's 5- year Consolidated Plan. Using a prescribed format, the City must identify fair housing issues and related contributing factors in its jurisdiction and sets goals

to overcome these. The goals must inform subsequent housing and community development planning processes.

Purpose of the Citizen Participation Plan (CPP)

The purpose of the CPP is to ensure compliance with 24 CFR 91.105 and provide policies and procedures for encouraging citizen input in the planning processes associated with the use of federal entitlement funds and the preparation of these plans and documents. These citizen participation policies and procedures shall be followed for the following:

- Development of the Consolidated Plan, Annual Action Plan, CAPER, and Analysis of Impediments to Fair Housing;
- Development of any substantial or material amendments to those plans or reports; or
- A substantial amendment to this CPP.

This CPP consists of a description of the public participation process to ensure opportunities for affected and other interested parties to be involved in the process, provide transparency of the process, provide access to the information and draft plans and reports, and to provide instructions to guide public submission of comments and the City's response.

The federal programs addressed in this document are primarily for the benefit of low- and moderate-income persons defined by CDBG as those households at 80% or less of area median income based on family size as provided by HUD and adjusted annually. The focus of this CPP is to encourage participation from the following populations:

- Low- and moderate-income persons
- Residents of slums, blighted areas, predominantly low and moderate-income areas
- Non-English-speaking persons
- Persons with disabilities
- Public housing residents and other low-income residents of targeted revitalization areas Other populations that may be specifically identified by HUD

OUTREACH AND ACCOMMODATIONS

It is the City's goal to encourage participation across as many citizens as possible through outreach and accommodation of special needs, transparency of the process, and easily accessible information as described herein.

Non-English-Speaking Persons

Each time a five-year plan is completed, the City will use information obtained from the

American Community Surveys (ACS) or other reliable source that originates from census data to analyze the level of non-English speaking persons in Tallahassee and, therefore, make every effort to accommodate non- English speaking persons and encourage participation in the processes covered by this CPP. Currently, the American Community Survey data indicates the City is made up of primarily English-speaking citizens with approximately 12.5% speaking another language. Most of the 12.5% also speak English very well with approximately 3% of the population that does not speak English very well. This group is made up primarily of Spanish speaking citizens. Therefore, the City will make Spanish or other translators for non-English speaking citizens available if reasonably possible to do so if requested at least two days in advance of public meetings and hearings (excluding weekends and holidays).

Persons with Disabilities

While all meetings are held in accessible facilities, in the event there is a need for other special accommodations for persons with disabilities, the City will, to the extent that it is reasonably possible, make arrangements to accommodate those needs if requested at least two days in advance of public meetings and hearings (excluding weekends and holidays).

Notices, Times, and Locations of Meetings

1. Notices for meetings and workshops associated with the development of or substantial amendment to the Consolidated Plan, Annual Action Plan or Analysis of Impediments, will be placed in the local newspaper of general circulation and social media platforms in the days leading up to the event, and placed on the City's website (talgov.com) at least 7-14 days prior to the event. Notices provide information on the purpose of the meeting and how to receive additional information as well as contact information. If the notice solicits comments, the notice includes how and when to submit comments and access documents.

2. Public meetings will be held at times and locations convenient to potential and actual beneficiaries. Generally, every attempt is made to hold meetings in a targeted area such as the Neighborhood Revitalization Strategy Area (NRSA) location. The City's Housing Division is currently located in the City's only NRSA in an ADA compliant building with generous parking. The final public hearing is held in conjunction with the City Commission meeting at an accessible, central location.

3. In the event of a state or federally declared disaster, pandemic, or other major event, the City reserves the right to waive these participation guidelines. At no time will any waiver of these guidelines be in conflict with the governing statutes. The City may implement one or more of the following measures:

- Virtual meetings that allow citizens to participate via an online format may be utilized in the event in-person meetings are not feasible or allowable;
- The City may limit the availability of documents to online or in hard copy by request only; and
- The publication notice for public hearings may be shortened from 14 days prior to 5-

days prior to the scheduled public hearing.

Reports and Materials Availability

All reports and materials subject to the CPP will be made available to the public, including in an accessible form for persons with disabilities, upon request and when reasonably feasible to do so. These documents are available at the City's Housing Division and are posted on the City's official website. They are available electronically. A reasonable number of printed copies will be available upon request.

Access to Records

Residents of the community, public agencies, and other interested parties shall be provided access at all times to information and records relating to the Analysis of Impediments, Consolidated Plan, Annual Action Plan, CAPER, and any substantial amendments to programs which are subject to this Citizen Participation Plan for as much as the preceding five years. These reports, public notices, and program descriptions are available on the City's webpage at www.talgov.com. In addition, a reasonable number of printed copies will be available upon request.

Consultation

The City must consult with adjacent local governments with regard to non-housing community development needs, agencies with metropolitan-wide planning responsibilities, and the local public housing authority. Required consultations include public and private agencies that provide assisted housing, health and human services, and fair housing services for children, veterans, youth, elderly persons with disabilities, persons living with HIV/AIDS, and their families. Consultations also include those with other local governments, the local Continuum of Care agency, the local housing authority, and other neighborhood and community stakeholder groups. Consultations shall also include broadband internet service providers, organizations engaged in narrowing the digital divide, agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies in the process of developing the consolidated plan.

Provision of Technical Assistance

The City works with non-profits and interested parties to provide guidance and interpretation of relevant federal regulations, strategies, and objectives of the Consolidated Plan. The City will refer these agencies to other agencies or other organizations, if necessary. This assistance may come in the form of individual technical assistance at the request of an organization, staff attendance at meetings to provide direct technical assistance, or through responses to verbal questions or concerns at meetings.

Displacement

The City makes every effort to minimize relocation and displacement of persons, families, and businesses in activities funded by HUD funds. It will carry out its activities in accordance with the Uniform Relocation Act of 1970, as amended, the applicable federal regulations (49 CFR Part 24), and the requirements of the Section 104(3) of Title 1 of the Housing and Community Development Act of 1974, as amended.

When health and safety concerns are an issue, the City will make efforts to resolve the issues by helping property owners to bring properties up to local codes, removing substandard housing, or recommending temporary or permanent displacement of persons residing in the substandard units. In such events, the City will provide relocation assistance to the extent permitted, to families displaced as a direct result of programs funded by HUD programs.

However, there are times in areas such as targeted districts when the City may carry out revitalization efforts aimed at removing urban blight or to foster redevelopment. These initiatives may sometimes require relocation. In those cases, the City will notify all affected residents of the action which may cause displacement as well as the benefits that will be available to all persons impacted as provided in 42 U.S.C. 4601 AND 5304(d), and all applicable state laws.

REQUIRED REPORTS AND PLANS – PUBLIC ACCESS, HEARINGS AND MEETINGS

General Information

1. All reports and plans are available electronically via the City's official website. Upon request, accommodations may be made for alternative forms of review.
2. All public meetings and hearings will be held in places easily accessible and open to the general public.
3. In the event of a state or federally declared disaster, pandemic, or other major events, the City reserves the right to waive these participation guidelines. At no time will any waiver of these guidelines be in conflict with the governing statutes.

Consolidated Plan

1. During development of the City's 5-Year Consolidated Plan, the City will hold at least one public meeting to:
 - report on the accomplishments of the previous fiscal year;
 - allow citizens to make comments on what was accomplished and suggest priorities for future activities;
 - discuss the funding the City expects to receive from HUD as well as any anticipated program income and funds to be reprogrammed and the amount of this funding anticipated to benefit low- and moderate-income persons and households;
 - examine the range of eligible activities;

- discuss CoC priorities with regard to ESG or other funding;
 - allow for input on community needs;
 - update citizens on the City's Analysis of Impediments to Fair Housing and seek comments on issues affecting fair housing; and
 - Collect comments, suggestions, and other input regarding the City's use of funding for the term of the Consolidated Plan.
2. The City will hold at least one public hearing in conjunction with seeking approval by the City Commission prior to finalizing the Consolidated Plan. This public hearing is held during a regular City Commission meeting, providing citizens an opportunity to present comments to the City's highest level of authority.
3. The City will publish the draft/proposed Consolidated Plan providing for 30 days public comment period prior to submission of the Plan to HUD.

Annual Action Plan

1. During development of the Annual Action Plan, the City will hold at least one public meeting to:
- report on the accomplishments of the previous fiscal year;
 - allow citizens to make comments on what was accomplished and suggest priorities for future activities, thereby providing City staff with an indication of needs and activities that should receive emphasis in the development of the next Annual Action Plan;
 - discuss the funding the City expects to receive from HUD as well as any anticipated program income and funds to be reprogrammed and the amount of this funding anticipated to benefit low- and moderate-income persons and households;
 - examine the range of eligible activities; and
 - discuss CoC priorities with regard to ESG or other funding.
2. The City will hold at least one public hearing in conjunction with seeking approval by the City Commission prior to finalizing the Annual Action Plan. This public hearing is held during a regular City Commission meeting, providing citizens an opportunity to present comments to the City's highest level of authority.
3. The City will publish the draft/proposed Annual Action Plan providing for 30 days public comment period prior to submission of the Plan to HUD.

Substantial Amendments

1. The City will use the following criteria to determine if a change to the Consolidated or Annual Action Plan is considered a "Substantial Amendment":
- Federal funds are proposed for an activity not previously included or described in the plan; or
 - Additional federal funds are received; or
 - Changes are proposed for the use of CDBG funds from one eligible activity to

another [24 CFR 91.105(c)(1)] if such change exceeds 50% of the total allocation to the City for the year.

2. During development of a Substantial Amendment to the Consolidated or Annual Action Plan, the City will hold one public hearing to:

- explain the need for the substantial amendment;
- provide information as to how the funds became available;
- examine the eligible uses of available funds; and
- allow comment on the proposed use of the funds or change in use of the funds; and
- seek approval by the City Commission prior to finalizing the Substantial Amendment. This public hearing is held during a regular City Commission meeting, providing citizens an opportunity to present comments to the City's highest level of authority.

3. The City will publish the draft/proposed Substantial Amendment providing for 30 days public comment period prior to submission of the Plan to HUD.

Consolidated Annual Evaluation and Performance Report (CAPER)

1. The City's CAPER is due by December 29 of each year, unless the due date is waived or extended by HUD.

2. Once City staff have generated the draft CAPER, the City will provide a minimum of 15 days public comment period prior to submission to HUD. Notice is published in the local newspaper of general circulation and placed on the City's official website. The notice includes how to access the CAPER as well as instructions on submission of comments.

3. After submission of the CAPER and prior to the development of the Consolidated or Annual Action Plan, the CAPER is reviewed, and the City's performance discussed in conjunction with the first public hearing.

Citizen Participation Plan

1. This Citizen Participation Plan (CPP) is effective from the date of approval by HUD and approved by the City Commission.

2. The City will follow the standards set forth in the CPP in carrying out its regularly scheduled activities and programs.

3. The City will consider the following as significant material changes that will require a substantial revision to the CPP:

- HUD's written notification specifying a significant material change that requires an amendment; or
- Timelines for public hearings, comment periods, or other notice or review periods are decreased, such as during a disaster, pandemic or other major event.

4. The substantial revisions to the CPP will be available for public comment for a minimum of 5 days through the City's official website. The City will publish a notice that includes the same information as provided in the section identified as *Notice, Time, and Location of Meetings*. The final document, as amended, will be public and available on the official website of the City or available upon request in printed form.

Analysis of Impediments to Fair Housing

1. During the development of the City's 5-Year Consolidated Plan and Annual Action Plan, the City will review the most recent Analysis of Impediments to Fair Housing for revisions.

2. In conjunction with the public meeting for the Consolidated Plan, the City will inform citizens of the City's Analysis of Impediments and request comments on issues affecting fair housing.

3. Annually, in conjunction with the Annual Action Plan, the City will determine if any additional impediments need to be added or if changes should be made prior to submitting the Annual Action Plan to HUD.

4. The City will publish the Analysis of Impediments, if amended, in conjunction with the notice of comment period for the Consolidated Plan or Annual Action Plan, providing 30 days public comment period prior to submission to HUD.

5. This section will be amended to address the Assessment of Fair Housing (AFH) which replaces the Analysis of Impediments when implemented by HUD.

COMPLAINTS AND COMMENTS

All comments will be considered whether received in writing or orally. A summary of these comments or views and those not accepted with the reasons why will be submitted to HUD with the final document.

The City will respond to complaints received from the public with regard to the consolidated plan, substantial amendments, the CAPER, and Analysis of Impediments in writing within 15 working days where possible.



**CITY OF
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ACTION PLAN**

GRANTEE UNIQUE APPENDICES:

HOUSING INCENTIVE STRATEGIES

Affordable Housing Incentive Strategies from the approved 2022-2024 LHAP

III. LHAP Incentive Strategies

In addition to the **required Incentive Strategy A and Strategy B**, include all adopted incentives with the policies and procedures used for implementation as provided in Section 420.9076, F.S.:

A. Name of the Strategy: **Expedited Permitting**

Permits as defined in s. 163.3177 (6) (f) (3) for affordable housing projects are expedited to a greater degree than other projects.

Provide a description of the procedures used to implement this strategy: The City Commission has directed that certified affordable housing projects will be given priority status in the land use/growth management process (City Commission Policy 710.03). The Growth Management Department will give priority to certified affordable housing projects in the processing of applications for Limited Partition subdivisions; Type A site plans; and all certificates, permits and approvals issued by Growth Management.

B. Name of the Strategy: **Ongoing Review Process**

An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.

Provide a description of the procedures used to implement this strategy: Housing Policies 2.1.5 and 2.1.6 in the Housing Element of the City's Comprehensive Plan requires local government to perform a fiscal impact analysis of any proposed policies, programs, ordinances, regulations, or plan provisions that might have an impact on affordable housing development costs or housing preservation. The analyses must be completed prior to submission to the City Commission for review and subsequent action. A statement showing the potential fiscal impact each proposed item may have on future development or preservation of affordable housing shall also be submitted to the Commission for consideration.

C. Name of Strategy: **Technical Assistance**

Staff members from various city departments are available to consult, on an informal basis, on project feasibility at the outset of project planning.

Provide a description of the procedures used to implement this strategy: An interdepartmental team of City staff will be available to certify a project as affordable and/or to consult on an informal basis with applicants for potential affordable housing projects regarding the feasibility of the project and issues of land use approvals, permitting and utility service (City Commission Policy 710.03).

D. Name of Strategy: **Growth Management Fee Waivers**

Application fees shall be waived for various reviews and planning purposes.

Provide a description of the procedures used to implement this strategy: Affordable housing projects will have the application fees waived for the following: (1) Subdivision; (2) Site plan; (3) Natural features inventory; (4) Environmental impact analysis; (5)

Affordable Housing Incentive Strategies from the approved 2022-2024 LHAP

Environmental management permit; and (6) Parking standards review. Affordable housing developments shall also be exempt from Transportation Concurrency requirements. For projects with a mix of uses or that include market rate residential units, the site plan or subdivision fee waiver shall be for the portion of the fee attributed to the affordable units within the project (City Ordinance 22-O-___).

E. Name of Strategy: **Water and Sewer Connection Fee Exemption**

Affordable housing units receive water and sewer connection fee exemptions.

Provide a description of the procedures used to implement this strategy: City Code of Ordinances Chapter 21, Article V. Section 21-152 exempts developers from water and sewer systems charges, and residential tap fees for certified affordable housing developments.

F. Name of Strategy: **Density Bonus**

Housing developers that commit to sell or rent homes to households earning less than 80% AMI or participate in the City's Inclusionary Housing program are eligible to construct the units at densities greater than those provided in the respective classifications of land use contained within the Land Use Element of the City's Comprehensive Plan.

Provide a description of the procedures used to implement this strategy: Developers who agree to build affordable housing units may receive an increase to the density of the development up to 25% provided that there are no negative environmental impacts or other negative consequences (Land Use Element 2.1.14, Tallahassee-Leon County Comprehensive Plan).

G. Name of Strategy: **Regulation Reduction**

As an incentive to build affordable housing developments to maximum allowable density, regulation reductions are provided for any affordable or inclusionary housing units constructed.

Provide a description of the procedures used to implement this strategy: Housing developers that commit to sell or rent homes to households earning less than 80% AMI or participate in the City's Inclusionary Housing program may receive reductions in urban forest and landscape requirements (Land Use Element 2.1.14, Tallahassee-Leon County Comprehensive Plan).

H. Name of Strategy: **Site Design Flexibility**

Site design flexibility shall be offered to developers of affordable housing units. Provide a description of the procedures used to implement this strategy: Affordable housing projects will be offered certain site design flexibility to maximize development design such as reduction of required setbacks, reduction of lot dimensions and size, and alternative buffers (City Ordinance 22-O-___).

Affordable Housing Incentive Strategies from the approved 2022-2024 LHAP

- I. Name of Strategy: **Allowance of Accessory Dwelling Units in Residential Districts**
The City allows attached and detached accessory dwelling units in residential zoning districts.

Provide a description of the procedures used to implement this strategy: Attached accessory dwelling units and detached garage dwelling unit conversions are allowed on all single-family residential parcels based on Land Development Regulation Chapter 10 Zoning, Article VII Supplementary Regulations, Section 10-412.



**CITY OF
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GRANTEE UNIQUE APPENDICES:

HOME RECAPTURE/RESALE POLICY

City of Tallahassee

Department of Housing and Community Resilience

HOME Program Resale/Recapture Policy

Purpose

Federal regulation as required within 24 CFR 92 place certain restrictions on HOME-assisted units in order to ensure long-term affordability of the HOME units. If ownership of a HOME-assisted unit is transferred during the period of affordability these restrictions come into play. The HOME program allows for two different options: Resale and Recapture. These tools ensure that the HOME subsidy invested in the unit continues to be used for affordable housing during the period of affordability.

This Resale/Recapture Policy of the City of Tallahassee’s Department of Housing and Community Resilience shall identify how and when each option shall be used to ensure long-term affordability of HOME-assisted units. This document describes two policies in detail:

1. Length of Affordability Periods of HOME-assisted units; and
2. The use of Resale versus Recapture.

Policy

Section 1: Length of Affordability Period of HOME-Assisted Units

Federal regulations impose minimum restrictions on long-term affordability. The HOME rule ties the length of a unit’s affordability period to the amount of HOME investment in the unit. Specifically, 24 CFR 92.254(a)(4) mandates the following timelines for unit affordability periods:

Total HOME investment (resale) or direct subsidy (recapture):	Minimum Period of Affordability:
Under \$15,000	5 Years
Between \$15,000 and \$40,000	10 Years
Over \$40,000	15 Years

Each HOME unit activity funded by the City shall be governed by a written agreement that will include an explicit definition of the required affordability period for the project. It is the intention to use the federally required minimum affordability period as listed above unless the City requires a longer affordability period, as in the land lease for the Community Land Trust. The affordability period shall commence on the day as noted in the mortgage or other document securing the HOME assistance which shall be recorded in the Leon County Clerk of Courts Official Records.

Section 2: The Use of Resale Versus Recapture

As mentioned above, 24 CFR 92.254(a)(5) identified the resale and recapture option as defined

below as the only two acceptable methods for securing the long-term affordability of HOME-assisted units.

Key Resale/Recapture Term Definitions:

1. **Direct Homebuyer Subsidy:** A direct subsidy consists of financial assistance that reduces the purchase price from fair market value to an affordable price or otherwise subsidizes the purchase, i.e. down payment, purchase price discount, or closing cost assistance.
2. **Development Subsidy:** A development subsidy is the difference between the cost to develop housing and the fair market price (appraised value). For example, the City may provide \$20,000 in grant funds to a developer to acquire and rehabilitate a home and the after-rehab value is only \$15,000 because of neighborhood and market conditions; the \$5,000 difference is a development subsidy. While the subsidy does not go directly to the homebuyer, it helps make the development of the home feasible. This is used in the City's CHDO funded activities.
3. **Homebuyer Investment:** The homebuyer's investment consists of the portion of initial down payment paid by the homebuyer combined with the value of any capital improvements made with the homebuyer's funds.
4. **Net Proceeds:** Net proceeds are the sales price minus superior loan repayment (other than HOME funds) and any closing costs. There are no circumstances wherein the City will recapture more than is available from the net proceeds of the sale.
5. **Period of Affordability:** HOME regulations require that assisted properties remain affordable for a specific period of time depending on the level of HOME funds invested and whether the unit is under resale or recapture provisions.
6. **Noncompliance:** Failure to comply with the resale or recapture requirements means that:
 - a. The original HOME-assisted homebuyer no longer occupies the unit as his/her principal residence (i.e., unit is rented or vacant), or
 - b. The home was sold during the period of affordability and the applicable resale or recapture provisions were not enforced.

Recapture

Recapture of HOME funds will be used for the following programs and activities.

DPA: For the Down Payment Assistance (DPA) Program, it is the City's policy to recapture the entire amount of HOME funding in cases where the unit fails to meet the affordability period as provided in the HOME agreement signed by the borrower. However, in the event of a sale prior to the end of the affordability period, the City may not be able to recapture the entire amount because of the HOME limitations that the repayment cannot exceed the net proceeds (*see 24 CFR 92.254(a)(5)(ii)(A)*).

1. The City's policy for recapture of DPA follows HUD's guidance at 92.254(a)(5)(ii)(A)(1): In the event of the sale of the home to a non-eligible buyer during the affordability period, the City will attempt to recapture the full amount understanding that the amount recaptured may not exceed the net proceeds. Net

proceeds are the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

2. In order to ensure control of the recapture provision, the City requires a note, mortgage, and HOME agreement be executed by the homebuyer. The note and mortgage as well as the form of the HOME agreement, which clearly identifies the affordability period based on the HOME funding amount and type, are recorded in the public records. If the homebuyer tries to sell or refinance, the title work shows that this mortgage is in place.
3. The City has a subordination process to review new financing, and if the subordination requirements (which are structured to protect the borrower and the City) are met, the City will provide a subordination agreement which allows the new superior debt but keeps the subordinate debt in place.

CHDO DPA: CHDO funded housing is provided additional recapture flexibility. Assistance may be provided by the CHDO in the form of down payment assistance by allowing some of the HOME CHDO funding to remain in the property as direct subsidy. The same process with the note and mortgage in favor of the City as provided above is used. However, the CHDO is allowed to use a combination of recapture methods. They may require recapture of the full amount, recaptured on a prorata reduction for the time the homeowner occupies the housing versus the affordability period, or a combination of these methods as long as the affordability period is still secured. The proposed prorata recapture must be reviewed and approved by the City. These provisions are included in the HOME agreement.

1. If repayment is voluntarily made before the affordability period is complete, the funds are considered Program Income, would come back to the City of Tallahassee, and the lien/mortgage would be satisfied. Although the funds were not repaid or recaptured through a default or sale of the property, the affordability period should remain in place and the home be monitored annually. This does not apply to sale of the home or other default actions.
2. If in the sale of a CHDO unit to an eligible buyer, the buyer does not receive a direct subsidy, the City will use the presumption of affordability per CPD Notice 12-003 (see Resale).
 - a. In certain neighborhoods, housing can be presumed to provide a fair return to an original homebuyer upon sale, to be available and affordable to a reasonable range of low-income homebuyers, and to serve as the primary residence of a low-income family during the period of affordability. In such cases, the City will not impose resale restrictions because the characteristics of the neighborhood make it probable that these requirements will be met without the imposition of the restrictions. Instead, §92.254(a)(5)(i)(B) of the HOME rule states that the City may identify certain neighborhoods with housing and income conditions that will:
 - i. Provide ongoing affordable home prices;
 - ii. Ensure that the sales price of a home will provide a fair return to the original homebuyer; and

- iii. Provide a pool of income-eligible homebuyers from the residents of the neighborhood.
- b. A presumption of affordability will allow the City to meet the HOME resale requirements without the imposition of specific enforcement mechanisms. Eligible neighborhoods will be identified in the Consolidated/Annual Plan and the HOME agreement with the CHDO.

RENTAL REHAB: If HOME funds are provided for a rental property, at a minimum, a land use restriction agreement will be executed and recorded in the public records to ensure the affordability period is met. HOME funds repaid will be considered program income. (24 CFR Part 92.252)

Owner Occupied Rehabilitation and Reconstruction: There is no affordability period for owner-occupied rehabilitation or reconstruction programs, so recapture does not apply.

All recaptured funding is treated as such in accordance with the HOME requirements with no administrative fees allowed to be taken. Recaptured funding is used with the affordability period starting anew with its next use. (24 CFR Part 92.254)

Resale

The Resale option will apply to HOME assisted units who meet these terms including units in the City's Community Land Trust. An assisted unit in the Community Land Trust will be affordable in perpetuity and only sold to an income-eligible buyer per the Land Lease Restrictions.

Under the resale option, if the current homeowner decides to sell their home during the period of affordability the new homeowner must be income-qualified under the HOME program and must occupy the home as their principal residence. The original HOME-assisted owner must receive a fair return on investment, which is based on the initial investment plus improvements, as identified below. Additionally, the sale price must be affordable to a reasonable range of subsequent low-income households.

As required by 24 CFR 92.254(a)(5), the City must ensure that the price at resale provides the original HOME-assisted owner a fair return on investment and that the home will continue to be affordable to a reasonable range of incomes. "Fair return on investment" means the total homeowner investment, which includes the homeowner's monetary contributions plus approved capital improvements credits, with a defined rate of appreciation to keep the home affordable to subsequent homebuyers.

The subsequent home price under the Resale option shall be equal to (a) the amount of Owner's Base Price (which does not include government subsidy) plus (b) an amount equal to the Owner's Base Price multiplied by the total percentage of increase in the area median household income (AMI) for a family of four for the City of Tallahassee as calculated and

published by the US Department of Housing and Urban Development or such successor agency as may publish such information.

For a subsequent resale of a unit in the Community Land Trust, the City will allow a HOME-assisted owner to earn a fixed rate of appreciation each year as defined in the Community Land Trust land lease. This fixed rate of appreciation is determined by balancing existing home price appreciation data by census tract and the appreciation increase necessary to keep homes affordable in perpetuity to a reasonable range of low-income homebuyers. The City has determined this to be a fair return on investment in exchange for the lower initial home price.

Capital improvements will include improvements made to the property that adds basis to the home as defined within IRS Publication 523. The initial homeowner must keep written documentation regarding the costs of capital improvements, including receipts or copies of contracts and payments made to contractors, in order to receive credit for the value of the capital improvements at resale. The initial homeowner must also keep written documentation confirming the necessary permitting and inspection processes were followed, when applicable.

A fair return on investment to the initial homebuyer may be less than the full value calculated above or no return if there are no or insufficient net proceeds from the resale. This can occur when market conditions are such that the median sales price has stagnated or decreased during the ownership period or when the initial homebuyer has paid more for capital improvements than can be supported by the market at the time of resale.

To provide continued affordability of the property, the City will ensure the home is affordable to a range of homebuyers at the time of resale. The targeted population of such buyers will include households with incomes at or below 80% Area Median Income (AMI) who pay no more than 30% of gross income for principal, interest, property taxes, homeowner association or other dues, and insurance. If the market price that provides a fair return to the initial homebuyer is too high to be affordable for the subsequent buyer within the targeted range to purchase the property, the City, at its sole discretion, may provide HOME assistance as a direct subsidy to the subsequent buyer.

It is important to note that in certain circumstances, such as a declining housing market where home values are depreciating, the original homebuyer may not receive a return on his/her investment because the home sold for less or the same price as the original purchase price.

Section 3: Determination of when Resale or Recapture will be used:

- When HOME funds are awarded only as a development subsidy to a developer for a homebuyer activity, such as CHDO, the resale option will be used.
- When HOME funds are awarded as either development subsidy and/or direct subsidy for a unit participating in the City's Community Land Trust, the resale option will be used.
- When HOME funds are used to provide a direct subsidy to homebuyer(s), the recapture option will be used.

Section 4: Enforcement Documentation

The affordability period of any HOME-assisted units shall be governed by a legal instrument recorded with the Leon County Clerk of Courts Official Records. This same instrument shall also identify and enforce the resale or recapture provisions of the HOME program. Such documentation shall be provided by the City and may include one or more of the following depending on the type of project:

1. Resale:
 - a. Deed Restriction; or
 - b. Land Use Restriction Agreement.
2. Recapture:
 - a. Mortgage and Note.

The precise nature of the documentation will be identified in the written agreement that governs the usage of the HOME funds in the project. Please contact the City's Housing Division to ensure the correct document for enforcement of the HOME resale/recapture provision is used and recorded.

HOME Written Agreement. The HOME written agreement must be a separate legal document from any loan instrument and must, at a minimum, comply with the requirements at 24 CFR 92.504(c)(5) of the HOME rule. If the City provides HOME funds to a subrecipient or CHDO to develop and sell affordable housing, the subrecipient or CHDO must prepare and execute the agreement with the buyer, or be a party to the agreement along with the entity it funded to ensure it can enforce the written agreement.

The executed HOME written agreement with the homebuyer must be recorded with the Leon County Clerk of Courts Official Records.

Section 5: Ongoing Monitoring

For HOME-assisted homebuyer projects under resale or recapture agreements, the City will perform ongoing monitoring of the principal residency requirement during the period of affordability to confirm that the buyer is using the property as their principal residence. This can be accomplished through a variety of means, including, but not limited to verification of the buyer's name on utility company records, insurance company records for the home, property records verification, and or postcard or letters mailed with "do not forward" instructions which can demonstrate whether the buyer is receiving mail at the home.

In instances where compliance is deemed to not be met, the City will attempt to recapture the HOME funds provided in accordance with this policy.



**CITY OF
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GRANTEE UNIQUE APPENDICES:

**WRITTEN STANDARDS FOR
PROVIDING ESG ASSISTANCE**



**CITY OF
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GRANTEE UNIQUE APPENDICES:

**WRITTEN STANDARDS FOR
PROVIDING ESG ASSISTANCE**

Written Standards for Providing ESG Assistance City of Tallahassee

- I. General Requirements for Rapid Rehousing (ESG-RRH) & Homeless Prevention (ESG-HP)
 - A. Centralized or coordinated assessment and HMIS - All organizations provided funding must use the CoC centralized or coordinated assessment system and HMIS (or comparable database as allowed for victim services providers).
 - B. Documenting eligibility determinations – All documentation on all households seeking assistance must be maintained. If determined ineligible, documentation must reflect reasons.
 - C. Terminating assistance – All organizations accessing ESG funding must establish a formal process which includes written notice to the program participant; review of decision with an opportunity to object; and prompt written notice of final decision. Additionally, judgement must be exercised and all extenuating circumstances evaluated in determining when violations warrant termination so termination is only in the most severe cases.
 - D. All units for beneficiaries assisted with ESG funding must meet habitability standards; be visually inspected for lead base paint if a child under age of 8 will be living in the unit and it was constructed before 1978; meet rent reasonable test in comparison to rents of similar unassisted units and at or below Fair Market Rent as set by HUD annually.
 - E. All HP participants assisted must have a written lease with the property manager/owner. All RRH participants assisted must secure a written lease with the property manager/owner.
- II. Written standards for providing ESG-RRH assistance
 - F. Standard policies and procedures for evaluating eligibility for assistance under ESG-RRH
 - 1. Program participants must meet the definition of “homeless” as defined in CFR 576.2, category (1) for rapid rehousing.
 - 2. All households seeking RRH assistance must have initial evaluation with re-evaluation at least annually.
 - 3. Individuals/families who have received assistance through ESG in the past 3 years are not eligible.
 - 4. Program participants’ households must have a source of verifiable income, which is expected to be sufficient to sustain housing at the completion.
 - 5. There is no income threshold at initial evaluation ESG-RRH assistance.
 - 6. Participants’ household income must be at or below 30% AMI (Area Median Income) at annual re-evaluation, must have no appropriate subsequent housing options, and must lack sufficient resources and support networks to retain housing.
 - 7. Participants must have consultation with ESG-RRH staff for assessment, evaluation, eligibility determination, and housing stabilization services.

Written Standards for Providing ESG Assistance City of Tallahassee

- G. Standard for determining the amount or percentage of rent and utilities each program participant must pay

The share of rent and utilities paid by the program participant must pay while in the program shall be determined as a result of each program participant's individual needs. Evidence of this determination must be documented in each participant's case file resulting from the development of an individualized financial assistance strategy. No financial assistance is provided for ongoing utility payments.

- H. Determination of type, amount, and duration of ESG-RRH assistance

1. The ESG-RRP funding provides financial assistance related to the costs of obtaining permanent housing up to a maximum of \$2,500 per household, including case management, based upon the determination of need. Funding can be provided as a one-time assistance or ongoing assistance provided that the total ESG assistance does not exceed \$2,500
2. The total period for which any program participant may receive eligible services must not exceed 24 months during any 3-year period.

III. Written standards for providing ESG-HP assistance

- A. Standard policies and procedures for evaluating eligibility for assistance under ESG-HP

1. Program participants must meet the definition of "at risk of homeless" as defined in CFR 576.2, category (2), (3), or (4) for homeless prevention assistance
2. All households seeking ESG-HP assistance must have initial evaluation with re-evaluation at least every 3 months.
3. Program participants' households must have a source of verifiable income, which is expected to be sufficient to sustain housing at the completion ESG-HP assistance.
4. Participants' household income must be at or below 30% AMI (Area Median Income) at initial assessment and lack the resources and support networks to prevent them from moving into homelessness (as defined by category 1).
5. At re-evaluation, income must be at or below 30% AMI and participant must lack resources and support networks to retain housing without the ESG assistance.
6. Participants must have consultation with ESG-HP staff for assessment, evaluation, eligibility determination, and housing stabilization services.

- B. Standard for determining the amount or percentage of rent and utilities each program participant must pay

The share of rent and utilities paid by the program participant must pay while in the program shall be determined as a result of each program participant's individual needs. Evidence of this determination must be documented in each participant's case file resulting from the

Written Standards for Providing ESG Assistance City of Tallahassee

development of an individualized financial assistance strategy. No financial assistance is provided for ongoing utility payments

- C. Determination of type, amount, and duration of ESG-HP assistance
 - 1. The ESG-HP funding provides financial assistance related to the costs of obtaining permanent housing up to a maximum of \$2,500.00 per household based upon the determination of need. Funding can be provided as a one-time assistance or ongoing assistance provided that the total ESG assistance (from any program) does not exceed \$2,500.00.
 - 2. The total period for which any program participant may receive eligible services must not exceed 24 months during any 3-year period..
- IV. Street Outreach – For specific requirements and eligible costs, see 24 CFR 576.101.
- V. Emergency Shelter – For specific requirements and eligible costs, see 24 CFR 576.102.
- VI. HMIS – For Homeless Management Information System (HMIS) and comparable database costs, see 24 CFR 576.107.
- VII. Waiver Authority – In the event of a local, state or federally declared disaster or state of emergency, the City reserves the right to provide waivers of any of the standards stated herein.
 - A. At no time will any waiver of any standard be in violation of the governing statutes at 24 CFR 576.
 - B. The City will provide waivers via written communication to the current providers of ESG as awarded to the City by HUD. This written communication will be kept on file for reference.